

# Parent Handbook

October, 2004



***The First Choice for Military Families***



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- CYS Central Registration updates.
- Health and Safety are key elements of our programs.
- You have support as a Fort Carson Parent.

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## Accreditation

CYS participates in accreditation programs offered by the National Association for the Education of Young Children (NAEYC) for Child Development Center (CDC) programs and the National After-School Alliance (NAA) for School Age Services (SAS) programs, and National Association for Family Child Care (NAFCC). The Boys and Girls Club of America Standards of Excellence and the National Alliance for Youth Sports are followed for our Youth programs.



Accreditation is the building blocks of a successful program.

## Welcome

Welcome to the Fort Carson Child & Youth Services (CYS) Program. Whether you are enrolling your child or youth for child care, family child care, school-age programs, youth programs, sports, fitness and health, or SKIESUnlimited, (instructional classes), or require assistance with area schools, we are happy to have you in our program and we pledge to do our best to make it a positive experience for all.

Our programs are dedicated to making care and program services a comfortable, enjoyable, and life enriching experience for all children and youth (six) 6 weeks to eighteen (18) years, no matter who you are or where you are stationed.

Child & Youth Services programs at Fort Carson, are essential family programs that directly support the life styles of our diverse and unique Military and Civilian community.

Our goal is to help each child and youth develop to his or her potential. We feel we have the responsibility to foster positive self-concept, strong emotional well-being, productive social interactions, and intellectual growth. We strive to provide safe environments, enriching experiences, and loving care for your children and youth during their time in our programs.

We ask that you take some time to read the information provided to

you in this handbook. In it you will find crucial information on all CYS program philosophies, procedures, policies and program descriptions. We hope the information will answer any questions and concerns you may have. The more you know about CYS and the staff that provide care for your children and youth, the more you can be assured they are receiving the best possible service.

Thank you for entrusting us with the care and development of your child or youth.

*"Our Mission is Caring."*

## Our Mission

Our mission is to provide a seamless delivery of quality care and services for eligible children and youth (6 weeks through 18 years of age) that enhance readiness and well being of the workforce and their families reducing conflicts between parental responsibilities and their on-the-job mission requirements.

## Our Philosophy

Our child and youth services programs are designed to help your child and/or youth develop within him/her a positive self-concept that will help them become productive adults. We strive to do this by providing a safe, healthy, and stimulating environment where children and youth feel accepted and respected for being the unique person they are:

- By providing a place where they have opportunities to participate in age appropriate, developmental activities as part of a group or individually that allows for optimal, social, emotional, physical, creative, and cognitive growth.
- By providing a place where they can safely express their feelings without withdrawing, fighting, or giving up their rights.
- By providing a place where they are free to make choices and then accept the responsibility for the choices they make.
- By providing character education that will help develop and nurture a spirit of cooperation, creative problem solving, and individual responsibility which will impact positively upon their lives.







## Fort Carson Colorado CYS Directory

<b>CYS Coordinator, Room 234 Building 1217</b>		<b>719-526-4188</b>
<b>CYS Liaison, Education, and Outreach Services (CLEOS), Building 1510</b>		
Outreach Services Director	<b>719-526-8220</b>	Central Registration Youth Education Support Services Director Youth Education Liaison Officer SKIES <i>Unlimited</i> Director (Instructional Classes)
Community Partnership Director	<b>719-526-1239</b>	<b>719-526-1100/1101</b>
Mobilization Child Care Support	<b>719-524-4218</b>	<b>719-526-2301</b>
School Liaison Officer	<b>719-526-1071</b>	<b>719-524-3969</b>
Fax number	<b>719-524-0194</b>	<b>719-524-2896</b>
<b>East Child Development Center (CDC), Building 6058</b>		
CDC Director	<b>719-526-2737</b>	Main Desk Training & Curriculum Specialist
Assistant Director	<b>719-526-5976</b>	<b>719-526-5977/5978</b>
Fax number	<b>719-526-4214</b>	<b>719-526-3383</b>
<b>West Child Development Center (CDC), Building 6060</b>		
CDC Director	<b>719-524-0153</b>	Main Desk Training & Curriculum Specialist
Assistant Director	<b>719-524-0157</b>	<b>719-524-0151/0152</b>
Fax number	<b>719-524-0159</b>	<b>719-524-0156</b>
<b>Family Child Care (FCC), Building 5510</b>		
FCC Administration Training & Curriculum Specialist	<b>719-526-3338</b> <b>719-526-3482</b>	FCC Director Fax number
		<b>719-526-1108</b> <b>719-526-1102</b>
<b>School Age Services (SAS), Building 5510 (Grades Kindergarten and 3<sup>rd</sup>-5<sup>th</sup> Grades)</b>		
Main Desk Training & Curriculum Specialist	<b>719-526-3368</b> <b>719-526-4179</b>	SAS Director Fax number
		<b>719-524-0190</b> <b>719-526-1102</b>
<b>Beacon School Age Services (SAS), Building 5510 (Grades 1<sup>st</sup>-2<sup>nd</sup> Grades)</b>		
Main Desk Beacon Director	<b>719-524-2544</b> <b>719-526-4887</b>	Fax Number
		<b>719-526-1102</b>
<b>Youth Center for Middle School/Teen (MST), Building 5950</b>		
Main Desk Training & Curriculum Specialist	<b>719-526-2680</b> <b>719-526-2680</b>	Youth Center Director Fax number
		<b>719-526-2680</b> <b>719-526-1231</b>
<b>Sports, Fitness and Health (SF&amp;H) Building 5950</b>		
Administration Number Assistant Directors	<b>719-526-1233</b> <b>719-526-6810</b>	SF&H Director Fax number
		<b>719-526-4425</b> <b>719-526-1231</b>
<b>CYS Other Telephone Numbers</b>		
Lead Training and Curriculum Specialist Youth Administrator Functional Technology Specialist	<b>719-524-0154</b> <b>719-526-2310</b> <b>719-526-2459</b>	Child Administrator Nutrition Specialist Program Operations Specialist
		<b>719-526-1106</b> <b>719-526-1058</b> <b>719-526-1236</b>
For DSN calls please use 691 prefix for 526		
For DSN calls please use 883 prefix 883		
<b>REGISTRATION INFORMATION/WAITING LIST 719-526-1100/1101</b>		





## Program Operating Hours

### CENTRAL REGISTRATION OFFICE: 0730-1700

- MONDAY AND THURSDAY WALK IN
- TUESDAY, WEDNESDAY, AND FRIDAYS APPOINTMENTS
- SATURDAY REGISTRATION AT THE YOUTH CENTER BUILDING 5950
- FROM 0800-1600

### YOUTH EDUCATION SUPPORT SERVICES:

- MONDAY-FRIDAY 0730-1700

### East Child Development Center Building 6058

Full Day Program	Mon-Fri	0545-1800
Mobilization/Family Readiness Group		
Child Care Support	As needed	As needed
call 524-4218 for Assistance		

### West Child Development Center Building 6060

Full Day Program	Mon-Fri	0545-1800
Hourly Care	Mon-Fri	0730 - 1700
Part Day Preschool 2 day program	Tues, Thurs	0800 – 1100 AM 1130-1430 PM
Part Day Preschool 3 day program	Mon, Wed, Fri	0800 – 1100 AM 1130-1430 PM
Part Day Preschool 5 day program	Mon thru Fri	0800 – 1100 AM 1130-1430 PM

### School-Age Services and Beacon Building 5510

School Days	Mon-Fri	0545-1800
School Out Days and Camps	Mon-Fri	0545-1800
Open Recreation for 3 <sup>rd</sup> -5 <sup>th</sup> Graders at Beacon	Saturday	0900-1600

### Family Child Care Building 5510

Office Hours	Mon-Fri	0730-1700
Family Child Care Provider Meeting	1 <sup>st</sup> Monday of each m	1830-2000
New Provider Family Child Care Orientation		
Lending Library Open After Hours by Appointment Only	1 <sup>st</sup> Friday of each m	0900-1100

### Youth Center for Middle School and Teens Building 5950

Middle/High School	Mon-Thur	0545-2000
Middle/High School	Friday	0545-2100
School Out Days, Camps	Mon-Fri	0545-1200
Open Recreation	Mon-Thur	1200-2000
Open Recreation	Fri	1200-2100
Open Recreation	Saturday	1200-2100
Open Recreation	Sunday	1300-1700

### Sports, Fitness, and Health Building 5950

Office Hours	Mon-Fri	0730-1700
Practices location determined by sport	Mon-Fri	Start time 1630
Games	Saturday	

*"Our hours of operation are designed to serve the military family."*

*"All CYS Programs are closed on Federal Holidays  
Programs may be closed additional hours or days at the discretion of the Command  
Programs will not be open when the base is closed due to adverse weather conditions."*



## CYS Program Descriptions

*Child and Youth Services (CYS) offer a variety of programs and services to meet the need of your family. Our multiple service delivery options are:*

- ❖ Child and Youth Services Education, Liaison, and Outreach Services (CLEOS)
  - Youth Education Support Services
  - Youth Education Liaison Services
  - School Liaison Services
  - Schools of Knowledge, Inspiration, Exploration and Skills (SKIESUnlimited)
  - Outreach Services
  - Community Partnership
  - Central Registration
- ❖ Child Development Services
  - East Child Development Center (CDC)
  - West Child Development Center (CDC)
  - Family Child Care Homes (FCC)
  - School Age Services (SAS) Kindergarten and 3<sup>rd</sup>-5<sup>th</sup> Grades
  - Beacon School Age Services (SAS) 1<sup>st</sup>-2<sup>nd</sup> Grades
- ❖ Youth Services
  - Middle School and Teen (MS/T)
  - Sports, Fitness, and Health

## Child and Youth Education, Liaison, and Outreach Services (CLEOS)

### Youth Education Support Services

The Army has designated the Youth Education Support Services (YESS) for the operation, integration, coordination, and oversight of the CYS School Liaison Services, CYS Youth Liaison Services and CYS Instructional Programs serving children/youth and parents. Youth Education Support Services is responsible for facilitating the delivery of quality school transition, education support services and youth sponsorship to help parents ease the impact of the mobile military lifestyle on the academic success of military children. In addition, YESS serves as the primary advisor and subject matter expert to the Commander on matters relating to schools and youth education issues.

#### Responsibilities

Operation and oversight of

CYS School Liaison Services  
Youth Education Liaison Services  
SKIESUnlimited (CYS Instructional Programs)  
Initiate and maintain partnerships with schools and private sector youth serving organizations  
Provide programs and services that help ensure a “level playing field” for Army youth transitioning among installations and school systems  
Home School support through use of CYS facilities  
Youth Sponsorship

**For more information contact your YESS Office at 719-526-2301**

#### Outreach Services

Outreach services programs provide common support services for existing Child and Youth Services, community and parent services, and care and supervision options. The

following services are available:

#### Central Registration and Referral

We serve as a “one-stop” registration office. All CYS programs – from infant child care to teen after school programs, as well as instructional classes to sports, require an annual registration. We work on a walk-in basis and an appointment basis, with each registration taking approximately 30 minutes. Parents may also obtain information about schools within El Paso County and the surrounding area, babysitters, and referrals to other child and youth agencies in our community. Central Registration maintains Excess Demand and Preference for Care waiting lists for programs when spaces are full; as well as a Projected Care waiting list for unborn children, and children/youth waiting to move to the area. If your child has special needs you will be required to fill out a special needs form. Before being placed in a CYS program you will need to attend a meeting



of the Special Needs Resource Team (SNRT). The SNRT is the group that will assist in determining the least restrictive environment for children/youth who require any specialized service in any CYS program.

#### Babysitter Referral List and Training

A referral list of trained babysitters who can provide short term child care in your home is available at the Central Registration Office. All babysitters must have completed a viable Babysitter course such as Red Cross, and must be a







## CLEOS Continued

minimum of 13 years of age and have signed parental permission to be placed on the list.

Fort Carson Child & Youth Services offers the Red Cross Babysitting course for teens. For information concerning training dates for the Red Cross Babysitting course please call 526-1101.

### Parent Education

Parent Education workshops are scheduled throughout the year and focus on a variety of topics that are of interest to parents. If you have a specific topic you would like to see a workshop, on please let us know.

### Parent Advisory Council (PAC)

This is an advisory board comprised of parents and CYS staff in each of Fort Carson's CYS programs that meets monthly. On a quarterly basis, each PAC sends a representative to the overall CYS PAC. The purpose of this group is to work together as a team for continued improvement of CYS programs. All parents are strongly encouraged to join and attend the PAC meetings.

### Special Events

Throughout the year, CYS sponsors special events for the children, youth, the families, and the entire community. Many of these events occur on a yearly basis, such as Month of the Military Child, Lights On After School, Summer Fun Fest/National Kids Day, Holiday Extravaganza to name a few. Information on all CYS events may be found at all CYS programs, and throughout community publications.

### Volunteer Services

Volunteers are always needed and appreciated throughout all CYS programs. Volunteers help with youth sports, camps, administrative duties, and special events. Outreach Services provides training and documents the amount of volunteer hours for anyone wishing to volunteer in our programs. Teens are able to volunteer to gain experiences that may help them later

in life through Promise Passport. For information on Promise Passport contact Outreach Services or any CYS program manager.

### Short Term Alternative Child Care (STACC)

On site child care provided by CYS staff to units/organizations for functions where parents remain on site.

Family Readiness Groups (non-deployment support)

Unit or Organization Briefings

Religious Functions

Spouses Club Meetings and Functions

Parent Education/Meetings

Installation Functions

The cost for this service varies based on number of children, staff and number of hours. Staff, equipment and materials are provided by CYS.

*For more information on STACC, please contact the Outreach Services office or Central Registration.*

### Mobilization, Pre-deployment and Deployment Support

Child Care support for mobilization, pre-deployment, and deployment will be available in the East Child Development Center. The child care is provided at no charge to the deploying unit. At Enclosure 1, child care support for FY 05 deployment is provided. Please refer to this section if your spouse is deployed or if you are a Reserve/Guard parent that has been activated in support of the Global War on Terrorism (GWOT).

*For more information on Deployment support, please contact the Outreach Services or Central Registration office.*

### Volunteer Child Care in Unit Settings (VCCUS)

Unit volunteers can become certified through CYS to provide free child care to Units/organizations for group meetings, and functions. The training, supplies, and support for VCCUS will be provided by CYS at no charge to the unit.

*For more information on VCCUS training and support, please contact the Outreach Services or Central Registration office.*



### Special Needs

Addresses the needs of children and youth with allergies, asthma, developmental delays, educational needs, physical disabilities, other health concerns, and/or special placement for special care.

### Outreach Van

CYS will be visiting all villages on post to provide information, resources, children and adult activities.

*For more information on CYS outreach van, please contact the outreach Services office.*

### Community Partnerships

**OPERATION: Proud Partners;** Fort Carson is partnering with the Colorado Springs Boys & Girls Clubs of America (BGCA) to provide youth services for military youth living off the installation.

*For more information on Operation: Proud Partners, please contact the Outreach Services office.*

**OPERATION: Military Kids;** Fort Carson is partnering with the Colorado State University and County Extension staff, community volunteers, and 4-H Club youth to provide support systems and forming new support systems and reaching out to military youth and families in the various stages of the deployment cycle.

*For more information on Operation: Military Kids, please contact the Outreach Services office.*

**OPERATION: Child Care;** Fort Carson is partnering with the local community and the local resource and referral agencies in support of Reserve and Guard Soldiers and their families of Operation Iraqi Freedom and Operation Enduring Freedom within the state of Colorado.

*For more information on Operation: Child Care, please contact the Outreach Services office.*



## Child Development Services



### East and West Child Development Centers (CDC)

The East and West Child Development Centers provide quality developmental programs. Whether children are enrolled in the full day, part day, or hourly programs, a schedule of planned activities will enable children to develop and grow in a caring, nurturing environment.

#### *Program Options for the CDC*

Programs and activities within the CDC will reflect knowledge and understanding of the growth and development of children, and provide experiences to enhance and support children's physical, social, emotional, and cognitive growth. Each program within the CDC is age and developmentally appropriate. Ages for care at the CDC are six weeks to kindergarten. Depending on the needs of each family a variety of care options are available:

Full Day Care – Developmental care for infants, toddlers, and preschool age children on a regular scheduled basis for up to twelve hours a day.

Part Day Preschool – Developmental care for preschool age children two, three or five times a week for three hours a day.

Hourly Care – Developmental care for all ages on a short term, intermittent basis.

#### **Age Group Requirements**

Infants – 6 weeks to 12 months

Pre-toddlers – 12 months to 24 months

Toddlers – 24 months to 36 months

Preschool – 3 years to 5 years

#### **A Measure of Quality**

The East CDC has been NAEYC Accredited since 1991 and has maintained Department of Defense (DoD) Certification. The West Center has been NAEYC Accredited since 2000 and has maintained Department of Defense Certification.

*For more information please refer to the CDC Parent Handbook.*







## Family Child Care

Provided by authorized family members in On Post Housing, or Homes Off Post  
Serves children 4 weeks to 12 years  
Includes full-day, part-day, hourly care and before and after school options  
Special Purpose Homes (weekend care, long term, around the clock care)  
Offers a family atmosphere with small groups of children

Family Child Care offers small, multi-age care in a nurturing home environment. FCC offers a variety of home care options, with the advantage of having siblings cared for by the same primary caregiver. The hours of operation tend to be more tailored to meet the scheduling needs of the families it serves. Parents are given the opportunity to choose their child care provider through an interview process.

FCC providers use daily routines, planned curriculum and teachable moments to meet the varied needs and interests of children. The goal of FCC is to teach the "whole" child by providing a variety of materials, experiences, and activities that promote learning through play.

Family Child Care has partnered with state licensed

child care providers in the surrounding communities to offer another viable child care option to military and DoD civilian families. The FCC off post provider offers a community enrolled home based child care setting with a small group size. The homes selected for this program must meet state licensing requirements and Army standards.

Only the best qualified applicants are selected to become FCC providers.

Both home and provider are Army Certified  
Initial certification process includes:

- Background screening (provider, all adult household members, and children over the age of 11)
- Detailed home inspections (fire, health, safety, and program)
- In-home family interview
- Program planning (parent contracts, menus, evacuation plan, discipline policy, activity plan, daily routine schedule)
- Pre-certification home visits (at least one unannounced)
- Substantive professional early childhood training
- Certified in CPR/First Aid, Child Abuse Prevention and Identification, Medication Administration, Communicable Diseases and Food and Nutrition

Clearly defined procedures ensure children receive quality of care equivalent to that offered in Child Development Centers.

Standards are established for both the FCC program and individual homes  
Professional staff oversee providers/homes  
Children are placed through Central Registration according to eligibility and priority status  
Infrastructure supports successful caregiving with:

- Extensive initial and on-going competency based training
- Credentials and Accreditation
- USDA Child and Adult Care Food Program
- Equipment/toy lending library
- Technical Assistance
- Parent Advisory Council
- Opportunities for additional local workshops and conferences

Being a Family Child Care Provider is also an excellent career choice for those spouses that want to stay home and earn an extra income. Military families move often and

have concerns about employment and child care. The Army FCC program is a mobile profession for Military spouses worldwide.

***For more information on FCC On and Off post Homes please contact the FCC Office. To obtain information concerning FCC home care please call the Outreach Services office.***





## School Age Services

*AFFILIATE MEMBER OF BOYS AND GIRLS CLUBS OF AMERICA and 4-H Youth Development Program*

It is the mission of Fort Carson SAS to provide affordable supervised before and after school care; to maintain a quality program that meets the needs of the children and parents; in an effort to promote character values and reduce conflicts with parental responsibilities.

Our SAS program is nationally accredited by the National School-Age Care Alliance (NSACA). The NSACA has recently changed their name to the National After-School Alliance (NAA) Fort Carson SAS is going through the re-accreditation process. This accreditation assures parents of a commitment to responsive and loving care, trained and competent staff, a safe and healthy environment, and consistent program improvement and quality.

Children participating in SAS must be enrolled in Kindergarten through fifth grade.

During the school year our programs are open before and after school and school out days, to include snow days that the Installation is not closed. In the summer, full-day summer camps and specialty camps are offered.

SAS programs offer a variety of services, such as regular care for working families, hourly care for those needing occasional care and open recreation for families who do not need care but want their children to have enrichment opportunities during out-of-school time. There is no difference in the quality of the programs.

### Regular Care

Before and After – For care needed from 0545 – 1800 on a daily basis

Open Recreation – This option is available on Saturdays for 3<sup>rd</sup>-5<sup>th</sup> graders from 0900-1600 at Beacon SAS.

### Occasional Care

Hourly Care – This option is for families who need care on an intermittent basis

### Summer Programs

Packed with fun and adventure

Variety of activities such as

Swimming

Bowling

Arts and crafts

4-H Clubs

Photography

Options to attend

Sign up for individual weeks

Attend the entire summer



### Programming

Programs are centered on the Army's four core service areas:

Life Skills, Citizenship, and Leadership Opportunities

Arts, Recreation and Leisure

Sports, Fitness and Health programs

Mentoring, Intervention, and Education Support Services Programs

### Partnerships

The Army has a partnership agreement with the following organizations:

4H – All children may register with 4H with no additional costs. Children registered for Fort Carson 4H are also registered for all El Paso County and National 4H programs.

Boys and Girls Club of America (BGCA) - Developing many programs and partnerships with businesses and corporations to offer children a wide variety of programs.

### Character Building!





## School Age Services Continued

A number of programs are offered to support building strong character. Character Cubs is designed for our youngest children. Character Counts! is designed for our older youth. These programs are built on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship.

There are additional programs offering support to our children such as Homework Support, Computer Lab,

Pets, and Plants.

Special Activities include but are not limited to field trips, instructional classes and sports.

### A Measure of Quality

Our SAS program has been accredited by NSACA since 2001 and has maintained Department of Defense Certification.

*For more information on SAS programming and policies please refer to the SAS Parent Handbook.*



## Middle School & Teen Services

AFFILIATE MEMBER OF BOYS AND GIRLS CLUBS OF AMERICA and 4-H Youth Development Program

Youth Service's goal is to provide a safe, healthy environment with programs that promote the well-being of youth. We strive to assist the youth in acquiring the knowledge, skills and character that will enable them to become independent, productive, and contributing members of society. We enable service men and women, and civilians to focus on the Military Mission by providing programs and services that create a sense of family and well-being.

Youth must be in grades 6th thru 12th & registered in CYS through the Central Registration Office. Youth Services members must be prepared to sign-in and sign-out and present their CYS Photo ID cards (if applicable) in order to access the Youth Center facility, check out game equipment, and participate in special activities (field trips, dances). Youth members also have access to a TV/lounge area, (open recreation activities), sports, intramurals, fitness room, arts and crafts, community service projects, SkiesUnlimited classes, homework center, and technology lab.

Youth Services is comprised of:

- Middle School and Teen programming to reduce the potential for risky behaviors in children 12 to 18 years old when they are not in school.
- Programs are centered on the Army's four core service areas:
  - Life Skills, Citizenship, and Leadership Opportunities
  - Arts, Recreation and Leisure
  - Sports, Fitness and Health programs
  - Mentoring, Intervention, and Education Support Services Programs

### 4-H Clubs

- Photo Club
- Art Club
- Community Club
- Technology Club
- Babysitter's Club
- Promise Passport Volunteer Program
- Torch Club (ages 11-13)
- Technology Lab
- Youth Advisory Council (YAC) Club (Teen Council)
- Seminars
- Open Gym
- Boys and Girls Club of America
- Keystone Club
- Workforce Preparation
- Teen Discovery/Forums
- Character Education
- Goals for Graduation
- Power Hour (Homework Room)

For more information and details contact the Youth Center.





## Middle School & Teen Services Continued

### Sports, Fitness, and Health

The Fort Carson Youth Sports, Fitness and Health program is dedicated to providing professionally managed programs and a wide range of opportunities that meet the developmental, educational, leisure, recreational, physical and social needs of our children and youth ages 3 through 18. This program enhances the skills and education of athletes through a positive, healthy, and fun environment.

The Youth Sports & Fitness Program offers a variety of team sports and individual sports:

#### Team Sports

- Basketball
- Soccer (spring & fall)
- Baseball
- Softball
- T-Ball
- Flag football
- Tackle football

#### Individual Sports

- Golf
- Archery
- Bowling
- In-line Skating
- Wrestling

#### Fitness & Health

- Fitness equipment
- Aerobics
- Nutrition (cooking)
- Education
- Health Promotion classes

#### Outreach Programs

- Intramurals (SAS/MST)
- Motor Skills (CDC/ FCC/ SAS)
- Skill Building Clinics (SAS/MST/Community)
- School Partnerships/Home School Support
- "Pick Up" Sports for Youth/SAS

Community needs are met through a variety of activities and programs to include: motor skill development, sports clinics, sports clubs, fitness & nutrition activities, and mentoring programs. Through existing and future partnerships with outside communities our program will continue to grow and accommodate the needs of our military and community families. In addition, we have received youth sports grants to help improve our participation numbers and activities.

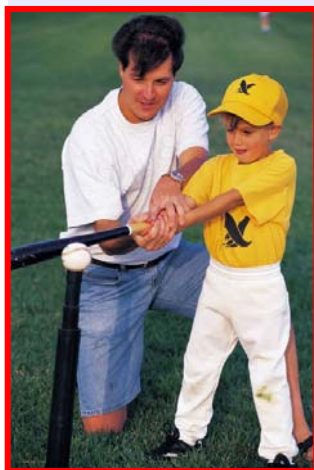
#### Volunteer Coaches

- Many opportunities for volunteering
- Certified through the National Alliance for Youth Sports
- Background Clearances

#### Staff

- Must meet the same requirements and training as all CYS Staff

Children/Youth interested in participating in any of the sports programs must be registered with



## Middle School & Teen Services Continued

Child and Youth Services and must have a current health assessment (within one year) before starting.

For more information and schedule of sports events please contact the Sports, Fitness and Nutrition Office



# CYS Policies and General Information



## ONE-STOP REGISTRATION FOR ALL CYS PATRONS

All children/youth must be currently registered before participating in any of our CYS programs, prior to accepting placement in a CYS program. Initial registration for any CYS program is completed at the Central Registration Office. Completing all required paperwork on each child/youth ensures that we have all the necessary information to provide safe quality care. Parents and CYS staff have a joint responsibility in seeing that each child/youth is current on their registration. Parents must enroll each child/youth, update information as necessary, register annually and update forms in the any CYS facility. The registration fee is good for one year, and is transferable from installation to installation (Department of the Army) with proof of paid receipt and/or registration card. The registration process will take approximately thirty (30) minutes.

## ELIGIBILITY

Fort Carson CYS accepts children and youth ages six (6) weeks to eighteen (18) years. Programs are open to all active duty military members, DoD civilian employees (both GS and NAF), DoD contractors, Reservists and National Guard.

Service is provided according to the following priorities:

- Children/youth of sole dual or single active military
- Children/youth of DOD single parents
- Siblings of children currently enrolled in a CYS program
- Active duty spouse, DOD civilian or contract parents employed or in school full time
- Active duty parents with one parent employed part time
- DOD civilian or contract parents with one parent employed part time.

Active duty parents with one parent unemployed

Parents with one parent unemployed

All others (i.e. partnership parents, retirees)

Children will be placed in a vacancy following the above mentioned priorities.

## WAITING LISTS

The goal of CYS is to provide each sponsor with a childcare option that meets their needs. Because there are a limited number of full in our CYS delivery system, it is sometimes necessary for families to be placed on a waiting list. The waiting list period will be different for each program and age group, and may fluctuate due to various factors. The information below explains the different types of waiting lists used and the priority for filling vacant child spaces. A sponsor does not have to be registered with CYS to place their child on a waiting list.

Updating Waiting List Applications

In order for sponsors to maintain their status on any waiting list (Excess Demand, Preference for Care, Projected Demand), they must contact Central Registration, monthly to confirm their wish to remain on the list for the location/care requested. Failure to do so will automatically drop the patron/child's name from the waiting list. It is extremely important for sponsors to update Central Registration with current information in the event that they move, change telephone numbers, change unit or job location, or go on leave. Central Registration will attempt to contact the sponsor when a space for childcare becomes available. If Central Registration is unable to contact the sponsor, then the space will be made available to the next eligible patron on the waiting list. If you have an e-mail address please provide the information on the waiting list form.

## Priority for CYS Care

Priority for care is determined by DoD and Army Regulations 608-10 (AR608-10). Active duty single, and dual military, and DoD single and dual working civilians, have priority for full-day care in all CYS facilities and programs. Priority is valid only for excess demand waiting list, and may be used only once. Priority is assigned until Central Registration offers a space in a viable care option, which may or may not be the sponsor's first preference.

## Excess Demand Waiting List



## CYS Policies and General Information continued

When there are no childcare options available, Central Registration will establish an excess demand waiting list. Placement on this list is based on sponsor's priority and the date of application. Once a space is available, the sponsor will be notified and will have twenty-four (24) hours to accept or decline the space offered. If the offered space is a viable childcare option and the sponsor declines the offer, the child's name will be removed from the excess demand list and, at the sponsor's request, be placed on the preference for care waiting list.

### Preference for Care Waiting List

The preference for care waiting list reflects parental preferences for a specific type or location of care. Children on this list may be receiving viable care in another system, while awaiting placement in a preferred program/location. Placement on the preference for care waiting list is based on the date of the original waiting list application. Once the care is available and the sponsor is offered a space, they will have twenty-four (24) hours to accept the space. If the space is declined, the sponsor's name will be removed from the preference for care list.

### Projected Demand Waiting List

The projected demand waiting list is used when sponsors are anticipating future childcare needs. Placement on this list helps CYS staff to project community childcare needs. Placement on this list most often applies to expectant parents, sponsors with children who are inbound to the community, and sponsors with spouses who are seeking employment. Children are removed from this list and placed on the excess demand waiting list when the child is born, arrives at the installation, or when the sponsor's spouse gains employment. Placement on the excess demand list is based on priority and the original date on the waiting list as soon as they anticipate future childcare needs.

## REGISTRATION

Once a parent has accepted a full-day or part-time program space for their child, and orientation is scheduled with the program director or representative. Central Registration will provide the

program with the child's registration file prior to the orientation. During the orientation, program policies and procedures will be explained. The parent will also have the opportunity to tour the facility and meet the staff members who will be providing care for their child.

### What You Need to Bring With You

All registered children/youth must re-register annually to maintain active status in CYS programs and or activities. A notification will be sent out prior to registration expiring with the renewal date. To register you will:

Complete the One Page General Information Form

Complete a new Application for DoD Child Care Fee (if applicable)

Bring current immunization record for each child/youth

Bring a copy of the most recent Leave and Earning Statement (LES) and/or Pay Stub from each working parent

Update additional information as necessary

**NO CHILD/YOUTH WILL BE REGISTERED UNLESS ALL REQUIRED PAPERWORK IS COMPLETE AND IMMUNIZATIONS CURRENT. CHILDREN/YOUTH WILL NOT BE ABLE TO USE CYS PROGRAMS UNTIL REGISTRATION IS COMPLETE.**

## Fees and Payments Policy

Child and Youth Services are a part of Morale, Welfare and Recreation (MWR) activities. They are supported by a combination of user fees and appropriated funds. Our CYS wants to provide affordable and safe childcare, youth development programs and recreation to eligible families. In selecting and standardizing rates, CYS's goal is to minimize the individual impact to patrons while maintaining program quality and sound business practices. Childcare fees are subject to change, but parents will be given at a minimum thirty (30) day notice before changes are made.

### Registration Fee

Annual, non-refundable fee

Good for one year

Has a reciprocity Army-wide (transferable)





## CYS Policies and General Information

from installation to installation with appropriate documentation of enrollment status)

### Fees

Fees are based on Total Family Income (TFI) and are calculated utilizing patron LES/pay stubs and/or most current income tax statement. Parents must complete the Department of Defense Application for Fees upon enrollment and then annually thereafter, upon your child's/youth's registration update. Copies of each working parent's most current leave and earnings statement must be used to determine TFI and category. If this form is not completed nor the proper documentation is provided the highest fee category will be charged until receipt of required information. Families with multiple children will receive a 10% discount on all additional children. The discount must be applied to the least expensive type(s) of care.

### Payments

Patrons are required to provide a two-week written notice in order to terminate services. If a two week notice is not provided, the patron will be responsible for payment for services for the two weeks.

Families with children/youth in full day care may request a two week vacation credit after they have been in attendance for no less than three consecutive months. During Christmas vacation you will have the option to pay your normal fees or pay Hourly care rates for the time you use during this period.



Soldiers who are going down range, NTC, or other training will not be given any reduction in their child care fees to retain their slot. Single/Dual military soldier parents who are deploying in support of the Global War on Terrorism (GWOT) who are sending their children back to live with a relative will not have to pay to retain their child's slot in CYS programs. You may not have the same room, staff or facility but you will have a care space.

Payment for Hourly Care services is due on the day services are provided.

Fee refunds/credits are not given for non-attendance or for post closures or illness. If a child is hospitalized, please provide a physicians statement for credit.

NOTE: Payments may be made by check, money order, credit card (where available) and cash.

Upon receipt of one returned check, patron will no longer be eligible for check writing privileges in CYS programs.

### Hardship Provisions

Patrons facing long or short-term financial difficulties that affect their ability to meet established childcare fees or payment schedule may request evaluation as a hardship case. CYS Facility Directors are authorized to make independent determinations to adjust payments or payment schedules. All hardship cases must be evaluated by Army Community Services before the Director can approve your request.

### Free Hours

School Age Children registered for School-Age Services, SKIES Unlimited, or Sports Fitness and Health, are entitled to five free hours per month per school age child. These hours can be used for both hourly and open recreation. For families who use a regular child care program the five free hours are included when establishing child care fees.

## SPECIAL NEEDS

Child and Youth Services makes every effort to serve special needs children/youth in our programs or assist parents in placing them in alternate settings.

Special needs children/youth will be



evaluated by the Special Needs Resource Team (SNRT), prior to placement in any CYS program. Placement is on an individual basis.

### What is SNRT?

The special needs resource team is a multi-disciplinary team established to ensure the most appropriate placement of children/youth with special needs. The team meets to review any new application that indicates any possible special needs and to review concerns regarding children/youth already placed in CYS programs.

The SNRT team represents a partnership that is working to ensure the very best placement for all children/youth accessing CYS. If you have any questions or concerns, please phone the following:

Fort Carson Army Community Services Exceptional Family Member Manager – (719)-526-4590  
CYS Outreach Director – (719)-526-8220  
CYS Lead Training & Curriculum Specialist—(719)-524-0154

### Who may be referred for a SNRT?

Children/youth enrolled in the Exceptional Family Member Program (EFMP)  
Children/youth who have  
Asthma  
Attention Deficit Disorder  
Diabetes  
Hemophilia  
Autism  
Down's Syndrome  
Seizure Disorders  
Physically Challenged  
Learning Disabilities  
Sensory Impaired (vision, hearing)  
Developmental Delays





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Speech/language Impairment  
Allergies  
Medical Treatments  
Behavioral Disorders

Children/youth that require any special treatment, placement and/or service

### HEALTH AND SAFETY REQUIREMENTS

A copy of each child/youth's health assessment will be kept on site at the program and/or activity they are enrolled in. We take reasonable precautions to offer a healthy and safe environment for our children and youth. Staff are required to screen children for signs of illness or symptoms of contagious disease upon the child/youth's arrival at the program. Admission may be denied if staff notice signs of illness. Some may feel that these procedures are merely an inconvenience, but they are for the safety of all enrolled and participating children and youth.

Any restrictions or special precautions concerning medication, allergies, insect sting reactions, special needs will be specified on the child's/youth's health assessment by a physician and on the CYS registration form by the parent (See special needs).

Dietary restrictions due to food allergies and recommended food substitutes must be specified by a physician or a dietician. A special diet form must be completed. CYS personnel within program capabilities will implement physicians and or dieticians recommendations. Parents will be notified immediately if recommendations cannot be met.

### Immunizations

For your child's protection and that of the other children in CYS programs, all immunizations must be current prior to starting in any program to include FCC homes. Immunizations must be kept current throughout all periods of enrollment. For a current listing of required immunizations please contact Central Registration.

### Parent Notification of Illness /Accident /Emergency

If a child/youth becomes ill at any of the CYS programs, the parents will be notified and asked to take the child/youth home. In the event of an accident resulting in injury to a child/youth, the CYS staff will perform at a minimum CPR/First Aid treatment.

Emergency 911 will be contacted depending on the severity of the illness or injury. The parents will be immediately notified. When neither the parents nor the emergency designees can be reached, a CYS representative and program director will act as the responsible adult to ensure the physical well being of the child or youth. A Safety Operating Procedure (SOP) is available at all CYS programs to include FCC homes.

#### Readmission Following an Illness

Children/youth who appear to be ill or show visible signs of fever will be closely screened and may be denied admission. When a child/youth becomes ill during the operating hours at a CYS program with any of the following symptoms, the parent/guardian will be contacted to pick the child/youth up within the hour:

- Temperature in excess of 100.5 F axillary for children under 3 months of age and in excess of 101.0 F axillary for children/youth over 3 months.
- Undiagnosed rash, or open oozing sores, or blisters.
- Diarrhea — frequent, loose, watery stool; two or more within 30 minutes to one hour.
- Upset stomach, vomiting.
- Has sore or running eyes, conjunctivitis (pink eye) – red watery eyes with a thick yellow discharge.
- Is in the late incubation stage of a contagious disease.
- Child/youth is overly tired or emotionally upset, inability to participate in daily activities.
- Signs of the following contagious and/or infectious illnesses that include but are not limited to impetigo, scabies, ringworm, chicken pox, head lice/nits, culture proven strep infections, measles, mumps, hepatitis, pinworm.

CYS will provide a Child/Illness, Injury, Re-admission Record to the parent informing



them of the signs of illness that are noted. Children/youth may only return to the CYS program when the following conditions exist:

- Fever has been absent for 24 hours.
  - Nausea, vomiting or diarrhea has stopped for 24 hours.
  - The appropriate number of doses of an antibiotic has been given over a 24 hour period for known strep or other bacterial infection.
  - Chicken pox lesions have all crusted, usually 5-6 days after onset.
  - Scabies is under treatment and a physician's note.
  - Lice are under treatment and a physician's note.
  - Pinworm treatment has occurred 24 hours before readmission and a physician's note.
  - Lesions from impetigo are no longer weeping.
  - Ringworm under treatment and a physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
  - Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging.
  - The child/youth has completed the contagious stage of the illness and a physician's note.
- The child/youth is able to participate in the normal daily activities.

### Emergency Closing Policy

In case of an emergency, CYS management staff will determine the safest procedures and/or location for all children/youth. The Chain of Command will be notified for guidance on closing the facility or re-location of the children, youth and staff. Parents, guardians or emergency designees will be contacted with information on the situation and to give information on procedures for release and pick up of children and





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youth. The safety and security of the kids are the number one priority for all CYS personnel. The CYS Mobilization and Contingency Plan (MAC Plan) is available in all CYS programs and facilities.

### Administering Medications

Parents will administer medications to their child whenever possible. Designated CYS staff and all FCC providers are authorized to administer medications within CYS programs according to the physician's instructions, only after receiving prior specialized training (Medication Administration Class). Medications may be administered to children enrolled in full-day, part-time, or in regularly scheduled school age programs. Medications will not be administered within hourly programs. Medications required by special needs children attending hourly care programs are administered on a case-by-case basis as determined by a SNRT.

Department of the Army (DA) Form 5225-R, CYS Medical Dispensation Record, must be completed by a parent for CYS to administer and record medications given. These forms are available at all CYS programs and FCC homes. Ongoing medications must be updated monthly. Antibiotics, antihistamines, and decongestants are the only categories of medicine that can be administered by CYS staff. Other medication may be administered on a case by case basis and after approval from the Fort Carson Community Health Nurse and appropriate training to CYS staff. Parents must complete a DA Form 5225-R for each medication. All medications must have the following on the label:

Name of the child/youth prescribed  
Doctor's name and number  
Date  
Name of medication  
Specific dosage and time to be given.



**MEDICATIONS MARKED "AS NEEDED" WILL NOT BE ACCEPTED NOR GIVEN TO THE CHILD/YOUTH.**

Label affixed to the bottle containing the medication.  
Medications requiring refrigeration will be isolated within the refrigerator in a separately secured container.  
Start and stop date of medication administered

Children/youth must be given ORAL medications 24 hours by parents before CYS staff may administer dosage. Medication cannot be sealed and unused.

**AT NO TIME WILL MEDICATIONS BE ADDED TO INFANT FORMULA, FOOD, OR JUICE.**

All medications should be accompanied by a dosing syringe/cup/spoon, with measurements that match the prescription (i.e., mm, tsp, etc.).

ALL medications will be kept in a locked cabinet or a locked box if refrigerated and out of reach of children. This includes medications for school age and middle school youth. Youth will not be authorized to keep or store any type of medication to include inhalers with personal belongings. Staff will be present for self administering medications authorized by the Community Health Nurse for youth.

Over the counter medication will not be administered by CYS Staff or FCC providers.

Basic care items, such as topical items for the prevention of sunburn, diaper rash (ointments and lotions), and teething irritation may be

used without a prescription. The parent must provide the preferred item and label the container with the child's name and complete a Basic Care Item form and authorization by the program manager.

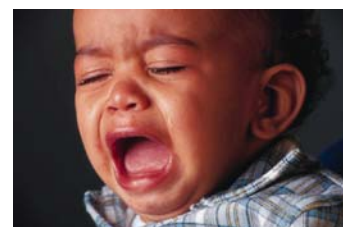
If you have questions about medication policies and procedures please contact your program director/FCC provider. Each program has a current listing of approved medications and basic care items. Exception to policy will be authorized by the Community Health Nurse regarding medication and illness.

### Parental Support

When you enroll your child or youth in any of our CYS programs, you and your family join them in new exciting experiences and relationships.

CYS management and staff have the responsibility to protect the health and well being of your child/youth. Therefore it is important that you as parents establish a good relationship with the CYS staff. Spend time at the program before you enroll. Ask questions about the program and observe the activities that are provided. Provide all the information about your child/youth and family so that the program(s) can provide quality care that will meet your needs.

Drop in occasionally during the day to observe how your child/youth is doing, how he/she interacts with their peers and the staff. Be familiar with the activities your child/youth are involved in. Get to know the staff caring for your child/youth. Take a few minutes to talk to them. When possible volunteer in our programs, attend the Parent Advisory Council meetings, get actively involved.







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Parent involvement is one of the most important parts of a successful experience for children and or youth as well as very important part of our programs. We ask that you take the time to read all the materials given to you. It is important that you understand all the requirements before you enroll your child/youth. Once you are in our programs please read and keep current on our notices, special requests, notes, and other materials our staff provide you.

### Parent Participation Points

Parents can receive participation points that support CYS programs. Points may be earned for participating in a variety of CYS activities and programs.

When vouchers totaling eight points are earned, they may be redeemed at the first of the month. Discounts may be applied only for the months of November, February, May and August.

The number of points that you may earn is not limited. You may earn as many points as you would like, but you may only redeem eight (8) for your discount. Multiple discounts may not be taken.

It is the parent's responsibility to keep vouchers until they are turned in. They cannot be re-issued if they are lost. If you should leave the program, your earned points cannot be transferred to another family.

For specific ways to earn points please contact your programs.

### Suggestions

Management is always open to new ideas, comments, or an occasional "pat on the back". Your timely suggestions or complaints assist us in knowing how to serve you better, and improve the quality of our programs for our children and youth. For your convenience, a parent suggestion box and special forms are located in all CYS programs.

## GUIDANCE POLICY

The guidance policy of CYS reflects the overall philosophy of the program. The purpose of guidance is to aid children in developing their own inner controls. Our programs are designed for children to have opportunities to be challenged and still experience success. When children are busy and having fun they have less time to exhibit inappropriate behavior.

The philosophy also ensures adequate supplies and equipment are provided to minimize frustration. In addition, our caregivers and providers are trained in positive guidance techniques.

We do not use corporal punishment. Occasionally, a child may need to spend a few minutes away from the planned activities in order to regain self-control. This "time away" is always under adult supervision and does not last for more than five (5) minutes. The child is encouraged to rejoin the group as soon as he/she is ready. Our staff and providers encourage children to respect others and to express their own feelings. Children who have difficulty meeting behavior expectations are supported on an individual basis. Certain behaviors are a part of children's normal growth and development. A child will not be punished for things such as lapses in toilet training, or refusing food. Learning to control these behaviors is on going, and reinforcements for self control will need to be repeated at home, and in care, more often for some children than others.

Minor problems are natural and should be considered a learning opportunity. These opportunities prepare the children and youth for their future ability to control themselves in school and beyond.

When repeated or serious problems occur, the program director and training staff will assess the situation. If serious problems occur which are not the result of programming, parents will be contacted and a conference will be scheduled.

At any time that a child or youth's behavior poses a serious risk to the safety of others in the classroom or to themselves, the parents will be requested to immediately come to the program and pick them up. CYS

Management will determine when the child or youth may return to the program. Repeated, unresolved discipline problems will be directed to the Special Needs Resource Team for further consideration. This multi-discipline, professional team will fully explore the concerns and with parental input, determine what adjustments should be made to best accommodate the needs of the child/youth and the parents. Alternative arrangements may be recommended or required to best meet the needs of the individual child/youth and the other children or youth attending the program.

## TOUCH POLICY

In an effort to ensure the safety and well being of children and youth in all CYS programs and activities, written standards and policies are established that address appropriate and inappropriate touching. CYS recognizes that physical contact is an important part of child development and guidance, therefore all staff that come in contact with our children and youth are briefed on the touch policy as part of mandatory child abuse prevention training that is required within the first thirty days of employment. Program directors and trainers ensure all new employees/providers receive a brief orientation on the touch policy immediately upon employment prior to receiving the child abuse training. Directors are also responsible for monitoring staff to ensure they are familiar with the touch policy and follow appropriate practices.

The intent of this policy is to define appropriate touching practices within the context of adult/child/youth physical interaction within all CYS programs. The intent is not to make staff/providers afraid of physical contact with children or youth rather to delineate boundaries, and to stress that appropriate nurturing interaction is healthy and necessary for the development of happy self confident children and youth.

Examples of appropriate touch may



## CYS Policies and General Information

include the following:

- Respecting the personal privacy and personal space of children.
- Responses affecting the safety and well being of the child (e.g. holding the hand of a child while crossing the street, holding a child gently but firmly during a temper tantrum).
- Hugs, lap sitting for younger children, reassuring touches on the shoulder, nap time back rubs, and touch for health and hygiene such as diaper changing for infants.

Examples of inappropriate:

- Coercion or other forms of exploitation of the child's lack of knowledge.
- Satisfaction of adult needs at the expense of the child.
- Violation of laws against sexual contact between adults and children.
- Any attempt to change child behavior with adult physical force, often applied in anger.
- Forced kisses, corporal punishment, slapping, striking or pinching, tickling for prolonged periods, fondling or molestation.

Inappropriate touching will be grounds for immediate suspension and potential dismissal of staff from CYS employment/ or suspension of FCC/HOP Certification.

The intent of this policy is to define appropriate touching practices within the context of adult/child/youth physical interaction within all CYS programs. The intent is not to make staff/providers afraid of physical contact with children or youth rather to delineate boundaries, and to stress that appropriate nurturing interaction is healthy and necessary for the development of happy self confident children and youth.

### CHILD ABUSE

#### Definitions

**Abuse** – direct, physical injury, trauma, or emotional harm intentionally inflicted on a child.

**Institutional Abuse** – child abuse or

neglect that occurs in an Army organizational setting/facility or within an Army sponsored sanctioned activity; does not apply to child abuse occurring within the family unit.

Types of out-of-home abuse include:

**PHYSICAL ABUSE:** the intentional non-accidental, physical injury to a child inflicted by a parent, guardian, or other person responsible for the child's welfare

**SEXUAL ABUSE:** the involvement of a child in any sexual act or situation for the purpose of which it may be to provide sexual gratification or financial benefit to the perpetrator; all sexual activity between a child care provider and a child is considered sexual abuse

**EMOTIONAL MALTREATMENT:** an act of commission (such as intentional berating, disparaging, or other abusive behavior) or omission (such as passive or aggressive inattention to a child's emotional needs) on part of a caretaker. Maltreatment causes low self-esteem in the child, undue fear or anxiety, or other damage to the child's emotional well being.

**NEGLECT:** neglect (or a deprivation of necessity includes failure, when able to do so, to provide the following: nourishment, clothing, shelter, health care, education, and supervision). "Failure to thrive" syndrome may be result of neglect.

**Familial Child Abuse** – child abuse or neglect as defined above that occurs within the family unit.

#### Identification of Child Abuse

All CYS Personnel and providers are mandated by law to report any suspected incidents of child abuse or neglect. If they notice suspicious bruises, cuts or burns on a child, they must report it to the installation Family Advocacy Program Manager and also notify the appropriate CYS program director. Fort Carson Social Work Services is contacted and may determine whether or not to investigate further. Fort Carson Social Work Services may refer the case to the El



Paso County Department of Human Services. If abuse is witnessed while it occurs the military police will be contacted immediately.

The following is a brief list of indicators of child abuse/neglect:

- Unexplained injury, bruises, welts, cigarette burns
- Malnutrition for no obvious reason
- Evidence of poor care
- Unusually fearful
- Evidence of repeated injury
- Exhibits behavioral extremes
- Always tired and sleeps often
- In obvious need of medical attention (eyes, teeth, shots, etc.)
- Depression
- Unexplained bald spots
- Cries for little reason
- Abuses toys and friends
- Child displays low self-esteem
- Child hurt themselves
- Self isolation, hiding

CYS policy requires written incident reports for all falls, scratches, bruises, bites and scrapes that occur while your child is in our care. You will be asked to sign the report as documentation that you were informed of the incident.

A DOD Hot Line number is posted in each of our homes and facilities for parents wanting to report or discuss suspected abuse beyond the installation level.

#### Minimizing the Risk of Child Abuse

Our CYS programs are built and equipped to minimize the risk of or potential for child abuse. There are many procedures in place in all programs and facilities such as:

- Rooms may not be totally darkened
- Daily sign-in/out procedures for drop-off and pick-up of children and youth
- Attendance records maintained.
- Only authorized persons identified by the parent and on the registration card may pick up children. Picture ID will be required to be shown at time of pick-up
- Touch and discipline policies are posted and in effect
- Training and Curriculum Specialists,





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Administrative Staff, and caregivers / providers spend time in other programs for observations and program oversight

- An “open door” policy is in effect for parent visitation
- Unannounced visits by Community Health Nurse, Fire, CYS Coordinator, Training and Curriculum Specialist, and Director
- ALL visitors are required to sign-in and wear a Visitor Badge when entering a CYS program, FCC/HOP Home (badge not required for FCC)
- ALL FCC/HOP Home providers and their families have thorough background checks before certification
- ALL CYS personnel and providers have thorough background checks as a condition of employment
- ALL CYS personnel receive training in child abuse recognition and prevention annually
- All of the above procedures are for your child and/youth’s protection.

### USDA CHILD AND ADULT CARE FOOD PROGRAM

CYS provides wholesome, healthy food for your children and youth. All meals must meet USDA guidelines. There are no separate charges for meals. All enrolled and present during meal and/or snack time will be offered food. We request parents not to send food with their child. For your planning purposes, weekly menus are available in each of our facilities.

Family style dining is highly encouraged where children have the opportunity to enjoy pleasant conversations and good manners as integral parts of the meal time experience. Staff join in and role model healthy nutritional practices as well as assist in the development of many self help skills. Young children are encouraged to serve themselves as they are able. Meal schedules are posted at your child care location.

Special dietary requirements must be documented by a physician for health reasons and by a minister/chaplain for religious reasons. We may be able to accommodate these special food needs, but we may also have to ask for your help in providing some or all of the foods. Please work with your program manager to understand and comply with the requirements. More detailed information in your child/youth’s program handbook.

### STAFF-TO-CHILD/YOUTH RATIOS

An adequate number of staff will be present in order to protect the children/youth’s health and safety. This will ensure opportunities for close adult child interactions and provide developmental program activities. All CYS programs will be staffed and grouped according to

minimal mandatory ratios and group sizes as stated below:

- Infants (6 weeks – 12 months) – 1:4
- Pre-toddlers (12 months – 24 months) – 1:5
- Toddlers (24 months – 36 months) – 1:7
- Preschool (3 years – 5 years) – 1:10
- Kindergarten --1:12
- School age (1st grade – 5th grade) – 1:15
- Middle school/Teen (6th grade – 12th grade) - 1:15
- FCC Provider-to-Child/Youth Ratios
- Multi-age certified homes may not exceed a ratio of six (6) children to one provider. Of those six children, no more than two (2) may be under two years of age.
- Infant/Toddler certified homes may not exceed a ratio of three (3) children to one provider. These three children must all be under two years of age.
- FCC provider’s own children under the age of eight (8) years of age will count in the child to provider ratio.

### STAFF QUALIFICATIONS

All staff members and FCC providers undergo a number of local and national background clearance checks. The majority of these checks are conducted and completed prior to employment. Until background checks are completed satisfactorily, staff members do not work alone with children/youth.

All staff and providers working directly with children/youth are trained in a standardized program covering topics in CPR, first aid, administering medications, nutrition, safety, health, child abuse reporting and prevention, child and youth activities, child and youth





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growth and development, child guidance and other areas. A number of these must be completed prior to the start of direct care. Training is a continuous process in CYS. Some training must be renewed annually to maintain currency and demonstrate competency.

In addition to having a caring and nurturing staff, CYS is fortunate that many are interested in professional development and take college courses in their field. Others pursue the Child Development Associate Credential (CDA) and /or Army School Age Credential. Both of these are nationally recognized and are awarded only to individuals who have demonstrated competency with children or youth in addition to academic excellence.

### DIRECT CARE STAFF TRAINING

A total of 38 hours of training are required for caregivers to reach their target level of training. Once target level training is completed, 24 hours of in-service training are required annually.

#### \*Initial training

8 hours of orientation prior to being assigned duty in an activity room (does not count towards the 38 hours of training).

16 Hours of work under the direct supervision of experienced caregiving employees are required prior to being solely responsible for assigned children.

\*Entry level training is completed in the first 3 months of employment to include communicable diseases, first aid, CPR, child abuse and neglect identification, 3 credits each of DOD Training Module Series and related topics.

\*Skill level training is completed within the next 6 months of hire to include DOD Training Manuals of Caring for Infants, Toddlers, Preschoolers, or School-age children (caregiver picks one age group module) and Creating Environments for Infants, Toddlers, Preschoolers, or School-age children (caregiver picks one age group module), child abuse prevention, observations of programs, classroom environment assessment, special projects and complete additional elective training.

\*Target level training is completed within the next 9 months

of hire to include o which ALL employees are required to progress within specified times (usually 18 months). The training is developmentally appropriate and addresses such areas as cognitive development of children/youth, communication with children, youth, parents and co-workers, creative experiences for children and youth, how children and youth view themselves and the world around them, program management and professionalism along with specific installation requirements. Annually all staff and providers are required to complete 24 hours annually of on-going training, or complete requirement for a Child Development Associate (CDA) Credential, School Age Credential, or the Youth Practicum.

\*Additional training is available for all staff and providers. Staff and providers is highly encouraged to attend additional training within the community and throughout the state, such as National Conferences and workshops. In some instances staff and providers will attend training nationwide.

## Child & Youth Services

PHONE:  
(719) 526-1100

FAX:  
(719) 526-0364

E-MAIL:  
care@carsoncys.com

We're on the Web!

See us at:

**www.CarsonCYS.com**

## About Our Logo

**The Child & Youth Services (CYS) logo** is the graphic representation of the philosophy behind Child & Youth Services programs. The logo is active and full of energy! It is not static, but gives a feeling of energy and movement, like the programs, which make up Child & Youth Services. Both the logo and the programs are moving forward and outward to reach their fullest potential, yet, through the bands, tied securely to the customers they serve ("kids", parents and commanders).

The **CYS star** is the multi-layered star at the base of the logo. It is made up of four overlapping layers - black, blue, red and white symbolizing the seamless delivery of services provided to patrons. The **CYS star** is both the source and the anchor for the momentum of the other stars. The white star is surrounded and protected by the other three stars, and

represents the children and youth having access to and participating in **CYS programs**. The red star represents the parents and the blue star represents the commander. The black star at the base represents **Child & Youth Services Liaison, Education and Outreach Services or CLEOS**, acting as a program support system for **CYS** but also as a program itself. This black star is also evident in the supporting bands reaching outward to support the other three stars. The three flying stars symbolize the areas within **CYS**: **Youth Services (YS)**, **School-Age Services (SAS)** and **Child Development Services (CDS)**. These stars remind us that though they are secured to the star at the base, they are continually striving forward toward the three cornerstones of **Child & Youth Programs**: to ensure quality, maintain affordability and increase availability. The momentum of the

stars carries them forward to the cutting edge of programming and outward as **CYS** works toward becoming "First Choice" for their patrons. Finally, the bands connecting each of the Program stars to the **CYS star** reflect the partnerships found on installations between **CYS programs** and with other community organizations.

The red, white and blue theme is the visual link which binds all of the **CYS programs** with the **Morale, Welfare and Recreation** parent organization.



**CHILD & YOUTH SERVICES**  
**BUILDING 1217, ROOM 234**  
**FORT CARSON COLORADO 80913**



# Parent Handbook

*The First Choice for Military Families*

October, 2004

## The Child Development Centers

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## Special Section

### CYS Accreditation

CYS participates in accreditation programs offered by the National Association for the Education of Young Children (NAEYC) for Child Development Center (CDC) programs and the National After-School Alliance (NAA) for School Age Services (SAS) programs, and National Association for Family Child Care (NAFCC). The Boys and Girls Club of America Standards of Excellence and the National Alliance for Youth Sports are followed for our Youth programs.



Accreditation is the building blocks of a successful program.



## East and West Child Development Center Information



### 1. Checking In and Out

Parents are responsible for signing their children in and out at the center front desk. You will also be asked to sign in and out in your child's room. The reason for this second sign in/out procedure is to account for all children in case of emergency evacuation. The caregiver can carry out the sign in/out sheet within the room and ensure that all children are accounted for. Parents will be responsible for washing their child's hands, changing diapers, and taking care of any other needs of the child before departing the room. Please take the time to exchange information upon your child's arrival and departure with the caregiving staff that care for your children.

Unless proper written arrangements have been made with center personnel, only parents or parent designees shown on your registration card may take a child from a center program. If you need to change your child's emergency contact or parent pick-up designee you may do so at the front desk. If you are in an unforeseen situation and need for someone else other than the person on your registration card you will need to provide written notification to the center, this can be done by fax. The person picking your child will need to show picture identification at the front desk. Children will not be released to siblings or other children under age 13.

### 2. Custody

No parent may be denied access to their child including the right to pick up their child from the center, unless a copy of the custody agreement or signed court restraining order that specifies parental rights is on file at the center.

### 3. Staff Ratios

The center staff ratios are as follows:

6 weeks-12mths	1:4
12 mths-24 mths	1:5
24 mths-36mths	1:7
3 yrs-5 yrs	1:10

In a multi-age room the adult/child ratio must meet these requirements

### 4. Rest and Quiet Time

The following information is provided about

#### (a) Infants

- Your baby will have its own crib.
- In accordance with guidance from the American Pediatrics, babies will sleep on their back. You will be asked to sign a letter indicating how you want your infant to sleep.
- Bottles will not be propped in the crib.
- Rooms will not be darkened in order to allow infants to sleep.

#### (b) Pre-Toddlers

- Your child will have its own mat for rest time. Children over the age of 12 months sleep on mats.
- Pre-toddlers take two rest periods or naps each day—one in the morning and one in the afternoon. Children may rest anytime during the day.
- Rooms will not be darkened in order to allow pre-toddlers to sleep.

#### (c) Toddlers

- Your child will have its own mat for rest time.
- Toddlers take one rest period or nap each day after lunch.
- Toddlers may rest anytime during the day.
- If your child does not sleep, after resting 30 minutes, he/she will be permitted to play quietly with selected books or toys.

- Room will not be darkened in order to allow toddlers to sleep.

#### (d) Preschoolers

- Your child will have its own mat for rest time.
- Preschoolers take one rest period or nap each day after lunch.
- Children may rest anytime during the day.
- If your child does not fall asleep after resting 30 minutes, he/she will be permitted to play quietly with selected books or toys.
- Rooms will not be darkened in order to allow preschoolers to sleep.

### 5. Diapering for Infants, Pre-Toddlers, and Toddlers

- Your child is changed on the diapering changing table.
- Toddlers are not changed on a mat on the floor unless they are too heavy to lift onto the changing table.
- Label your diaper bag with child's name.
- Label all items of clothing with your child's name.
- All soiled clothing will be placed in a sealed plastic bag and returned to you.
- Your child's diaper will be checked every 30 minutes. Diapers will be changed when necessary.
- Parents will provide disposable diapers for their child.
- Toddler parents coordinate with your caregiver when you have begun potty training. Potty training



- should begin when your child shows an interest.
- Toddlers will have toilet facilities available at all times.

## 6. Developmental Programming

### Infants

- Please provide information concerning your infant to the caregivers so they can individualize program activities for your baby.
- Daily activity sheets will be provided on each infant.
- Your baby will be able to form and follow their own normal sleep and feeding schedule.
- Your baby will not remain in the crib when awake.
- Your baby will be held, rocked, and allowed frequent daily play opportunities on the floor or in a protected crawl area.
- Your caregiver will frequently talk and sing to your baby on an individual basis to encourage speech and language development.
- Your caregiver will provide opportunities for activities that develop large and small muscles.
- Your baby will be taken outside if weather permits.

#### (a) Pre-Toddlers

- Please provide information concerning your pre-toddler so caregivers can individualize program activities for your child.
- Activity centers are provided for your pre-toddler. Activity centers will include but are not limited to wheel toys and large motor activities, imaginative play, and water play, table toys, blocks, transportation toys, open space for group and circle activities, floor toys, books, music, and introduction to a variety of art media.
- Your caregiver will frequently talk to your child on an individual basis to encourage speech and language development.
- Your child will be taken outside if weather permits.

#### (b) Toddler/Preschooler

- Please provide information concerning your child so your caregiver can individualize activities through the observations, Creative Curriculum, and emergent activities to ensure your child's learning and developmental needs are met. For information please contact your program director or the facility training and curriculum specialist.
- Activity centers are provided for your child. Activity centers will include but are not limited to imaginative play, sand and water play, table toys, blocks, transportation toys, open space for group and circle activities, floor toys, books, music, a variety of art media, readiness activities which promote development of concepts such as shapes, numbers, and letters, science activities, balls, bean bags, parachute hoops, and streamers.
- Your caregiver will frequently talk to your child on an individual basis to encourage speech and language development.
- Your child will be taken outside if weather permit.

## 7. Food and Nutrition

### (a) Infants

- Our menu components and quantities for meals and snacks comply with the United States Department of Agriculture (USDA) Child and Adult Food Program.
- Formula is provided by the CDC and parents have a choice to accept or decline our formula. The iron-fortified infant formulas available at no charge to you are: Similac with iron ready to feed and Isomil with iron ready to feed. A formula decision form must be on file for each infant.
- Parents that accept our formula are required to bring enough clean, empty bottles for their infant each day. Please label these bottles with your baby's name and date.
- Parents who supply their own formula or breast milk are required to bring clean, prepared formula bottles for their infant. Please label these bottles with your baby's name, date, and time prepared. Parents may not bring cereal in their babies' bottle.
- If you are breast feeding you may come to the center to feed your baby. Privacy will be provided.
- A feeding plan will be established for your infant in consultation with the parent and based on the recommendations of the child's physician or other qualified health professional. The plan will include: a feeding schedule, weaning plans, as applicable, introduction of solid and new foods, and provisions for breast feeding, if applicable.

### (b) Pre-toddlers/Toddlers

- Our menu components and quantities for meals and snacks comply with the United States Department of Agriculture (USDA) Child and Adult Food Program.
- If your child is taking a bottle, please bring clean, empty bottles with your child's name. If you are weaning your child from the bottle, please talk with your child's caregiver so we can assist you.

- Your child will be served whole milk.

**(c) Pre-school**

Your child is served 2% milk.

**(d) Meal Times and Menus**

- Breakfast is served from 0730-0830, lunch is served at 1115-1215, and snack is served at 1430-1515.
- Meals and snack period are conducted in such a way to contribute to your child's growth and development. The meals served at the center are planned to provide the opportunity for your child to learn to eat and enjoy a variety of nutritious food as well as to learn culturally appropriate socialization patterns.
- Your child will not be forced to eat but will be offered all food items.
- Staff will sit and eat with the children as part of your child's nutritional training.
- Meals are served in a leisurely manner with time allowed for conversation.
- Your child will be served family style within their activity room.
- All menus are staffed and approved by the dietitian at Evans Army Community Hospital.
- Menus are posted in the lobby and in your child's room.
- Special diet will be provided when prescribed in writing by the child's physician or other recognized medical authority. Must be updated every 6 months.

**8. Biting Policy**

Biting is a normal stage of a child's growth and development. Our biting policy focuses on modifying child behavior within the existing environment rather than "suspending" the child. When this is not possible, the Director will assist parents in obtaining care in another CYS setting. After the child is through the biting stage, parents have a choice to have their child return to their original

setting or remain in the current setting. CYS does not have a specific bite number and the child is out of the program. CYS will review each child's situation to protect all children in care.

**FORT CARSON CHILD AND YOUTH SERVICES "WHAT I LEARN AT CYS" FOR TWO-FIVE YEAR OLDS**

A child learns by his play. The purpose of this information is to help those associated with a young child to understand the physical, social, and emotional growth a child experiences while he/she plays.

"Preschool children learn best by playing and following their own curiosities, by solving real problems such as how to balance a stack of blocks or how to negotiate a zipper, trying a picture puzzle, making mistakes and trying again." David Elkind

**Examining Objects at a Nature Table Helps Me Learn:**

new vocabulary  
concepts of texture, color, weight, and size  
to group objects into categories  
to observe likenesses and differences  
to appreciate nature and develop a sense of wonder

**When I Sort Things I Learn:**

to notice details, likenesses, differences and to form categories, essential  
reading and math skills  
concepts of color, size, and shape  
numeral concepts of more and less  
logical reasoning

**When I String Beads I Learn:**

hand-eye coordination  
concepts of color, shape and location  
number concepts like more, less, longer, and shorter  
to create and reproduce patterns  
pride in accomplishment

**When I Play With Pegboards I Learn:**

one to one correspondence, one peg for one hole, a math skill  
to make and repeat patterns, a math skill  
possible left to right progression, a reading skill  
concepts of addition as I add one peg at a time  
colors  
symmetry, shapes, order, and design  
hand-eye coordination

**When I Finger Paint I Learn:**

to exercise my imagination and creativity  
about how colors mix to make new colors a science skill  
concepts of shape, size, color and location  
hand-eye coordination  
an acceptable way to make a mess, and have fun sharing ideas with others who are near

**When I Paste, Glue, and Collage I Learn:**

to exercise my imagination and creativity  
concepts of shape, size, color, location, and design, relevant to reading  
about different textures  
how to create patterns and designs, a math skill

**When I Play with Play Dough or Clay I Learn:**

to see the shape against the background of the table, a reading skill  
concepts of shapes, sizes, length, and height  
to see negative space when cookie cutter shapes are taken away  
to express feelings, especially negative feelings with squeezing and pounding  
to exercise my imagination and creativity  
that the amount of a substance remains the same even when the shape changes





### When I Play With Sand I Learn:

to exercise my imagination  
 concepts of size, shape, and volume, empty and full  
 how to use tools  
 to solve problems  
 concepts of warm and cool, wet, damp, and dry, heavy and light  
 how to play socially with others  
 to create my own patterns and symbols, reading and writing skills  
 to observe changes, a science skill

### When I Participate in Circle Time Activities I Learn

to listen, sit still, and understand spoken words  
 that my ideas added to the discussion have value  
 to wait when others are talking  
 new vocabulary words  
 to remember the words of songs and poems I have learned  
 the names of others in the group  
 to cooperate and be considerate of the needs of others  
 to help plan what we will do and what we will need to do it

### When I Look at Books and Listen to Stories I Learn

that learning to read is important and enjoyable  
 that letters on a page represent words  
 to express my own thoughts, feelings, and ideas better  
 to exercise my imagination  
 to interpret pictures to represent words and ideas  
 to listen well to spoken language  
 to make up my own stories  
 to handle books with care  
 to recognize certain words when I see them in print  
 to use more complex language patterns in my own speech  
 to follow the development of thoughts and ideas in the plot of a story

### Reading to Children Frequently is One of the Surest Ways to Ensure That They Themselves Will Become Eager and Capable Readers.

### When I Sing Songs I Learned at School I Learn:

principles of music and rhythm  
 vocabulary  
 memory skills and sequencing  
 to be conscious of other various concepts emphasized in songs  
 "auditory discrimination" recognizing differences in sounds, necessary for learning to read  
 awareness and identification with my culture and other cultures

### When I Play Rhythm Instruments I Learn:

to be conscious of rhythm in music  
 concepts of fast, slow, loud, and soft  
 to express myself in new and different ways  
 listening skills  
 "auditory discrimination" recognizing difference in sounds, necessary for learning to read  
 to interpret and understand signals and cues





## When I Play Letter Games I Learn:

- to recognize and name upper and lower case letters
- to associate letters with the sounds they represent
- to recognize my name and other words

## When I Dance I Learn:

- balance and coordination
- to be conscious of the moods and rhythms of the music
- to express myself physically

## When I Play With Puppets I Learn:

- to express my ideas with words
- to take on the role of someone else
- to use voice tones as well as words
- to use my imagination

## When I Play in the Dress Up Corner I Learn:

- to be flexible in my thinking
- and to make decisions
- to express myself with my words
- to try on different adult roles
- to solve social problems through negotiation with friends
- to sort and organize play things
- to improvise and use things in a symbolic way to represent something
- else, abstract thinking
- to carry out my ideas with the cooperation of others
- to exercise my imagination and

creativity

## When I Easel Paint I Learn:

- to develop my imagination and creativity
- hand-eye coordination
- to distinguish and purposely create shapes
- to express my feelings and ideas
- that my ideas have value
- relationships of space and size
- concepts of symmetry, balance, and design

## When I Cut With Scissors I Learn:

- to control the small muscles in my hand
- concepts of shape, size, color, and location
- to exercise my imagination and creativity

## When I Scribble and Draw I Learn:

- to hold a pencil or other drawing implement
- and to control the pressure
- hand-eye coordination
- to exercise my imagination and creativity
- that my ideas have value
- concepts of shape, size, color, and location
- to express myself with words when describing my drawing

## When I Do Cooking Projects I Learn:

- about nutrition, tastes, and food groups
- how heat and cold changes things
- concepts of volume and measure
- vocabulary
- whole-part relationships, math concepts
- awareness of my own and other cultures

## When I Play With Blocks, Cars, and Trucks I Learn:

- concepts of shape, size, length, and location,
- all reading and math skills
- to create and repeat patterns, a math skill
- to exercise my imagination
- to express ideas
- to cooperate with others
- to solve problems
- about the properties of wood
- to see myself from a different perspective, that of a giant

## When I Play on Riding Toys I Learn:

- strength, balance, and large muscle
- coordination, (legs, torso, and arms)
- to use my energy in a constructive way
- concepts of speed, direction, and location
- to use my imagination as I pretend to be different characters and to make different "road noises"

- to negotiate and take turns
- to solve problems
- self-confidence, as I master new skills

## When I Play on Climbing Equipment I Learn:

- physical strength, coordination, and balance
- to use my imagination
- to cooperate with others when involved in group play
- to solve problems



# Parent Handbook

*The First Choice for Military Families*

October, 2004

## School Age Services



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## Special Section

### CYS Accreditation

CYS participates in accreditation programs offered by the National Association for the Education of Young Children (NAEYC) for Child Development Center (CDC) programs and the National After-School Alliance (NAA) for School Age Services (SAS) programs, and National Association for Family Child Care (NAFCC). The Boys and Girls Club of America Standards of Excellence and the National Alliance for Youth Sports are followed for our Youth programs.



Accreditation is the building blocks of a successful program.



## School Age Services (SAS)

### 1. Checking In and Out

Parents are responsible for signing their children in an out at the school-age front desk. You will also be asked to sign in and out in your child's room. The reason for this second sign in/out procedure is to account for all children in case of emergency evacuation. The caregiver can carry out the sign in/out sheet within the room and ensure that all children are accounted for. Children will be responsible for washing their hands. Please take the time to exchange information upon your child's arrival and departure with the caregiving staff who care for your children.

Unless proper written arrangements have been made with school-age personnel, only parents or parent designees shown on your registration card may take a child from the school-age program. If you need to change your child's emergency contact or parent pick-up designee you may do so at the front desk. If you are in an unforeseen situation and need for someone else other than the person on your registration card you will need to provide written notification to the center, this can be done by fax. The person picking your child will need to show identification at the front desk. Children will not be released to siblings or other children under age 13.

Transportation for the before and after school programs is provided by District 8 schools to the school on post that your youth attends.

**In order for CYS to better serve you please call when your school-age child will not be attending our program after school.** CYS school-age personnel rides all District 8 elementary school buses so they can ensure that your child gets on the school bus. As your child enters and exits the school bus a name to face check is conducted. If your child fails to show up after school CYS personnel will notify you or your representative immediately. School-age personnel will contact the school for any information they may have

concerning your child.

### 2. Custody

No parent may be denied access to their child including the right to pick up their child from the center, unless a copy of the custody agreement or signed court restraining order that specifies parental rights is on file at the center.

3. The plan of supervision ensures that children are in sight or sound at all times. Direct supervision varies according to the level of risk involved in an activity. Staff closely supervise and work with no more than six children on activities involving dangerous equipment (e.g., carpentry tools) or activities (e.g., tumbling, swimming). Parents are required to sign permission slips on field trips and offsite excursions. Extra adults (PARENT VOLUNTEERS) provide increased supervision on field trips and off-site excursions.

### Staff Ratios

School-Age staff ratios are as follows:

Kindergarten	1:12
1 <sup>st</sup> -5 <sup>th</sup> Grades	1:15

### 4. Developmental Programming

School-age programming is based upon four core areas:

a. Life skills, citizenship, and leadership opportunities empower school-age children to support and influence their program, community and relationship with others.

b. Arts, recreation, and

leisure programs help school-age children acquire and enhance social skills, develop creativity, build cultural awareness and foster leisure time recreational skill.

c. Sports, fitness and health programs offers school-age children opportunities to participate in sports programs as an individual or team member and to develop or expand fitness and health skills.

d. Mentoring, intervention and education support services program provides opportunities for school-age children to enhance their academic and peer support skills.

Fort Carson school-age centers are affiliated with the Boys & Girls Clubs of America and 4-H Clubs.

### 5. Food and Nutrition

#### . Food and Nutrition

a. School-age menu components and quantities for meals and snacks comply with the United States Department of Agriculture (USDA) Child and Adult Care Food Program. Your child will be served 2% milk.

#### b. Meal Times and Menus

Breakfast is served from 0730-0830, lunch is served from 1115-1215 (1030-1115 for early kindergarten) and snack is served from 1430-1530.

Meals and snack period are conducted in such a way to contribute to your child's





growth and development. The meals served at the center are planned to provide the opportunity for your child to learn to eat and enjoy a variety of nutritious food as well as to learn culturally appropriate socialization patterns. Your child will not be forced to eat but will be offered all food items. Staff will sit and eat with the children as part of your child's nutritional training. Meals are served in a leisurely manner with time allowed for conversation. Your child will be served family style within their activity room for snack, and breakfast and lunch are served in the recreation room. All menus are approved by the dietitian at Evans Army Community Hospital. Menus are posted in the lobby and in your child's room. Special diet will be provided when prescribed in writing by the child's physician or other recognized medical authority. Must be updated every 6 months.

## 6. ZERO TOLERANCE POLICY

School-age children who utilize our program will be held accountable to the same zero tolerance policy as established by Fountain-Fort Carson Schools. If a school-age student is suspended from school they will be prohibited from attending the school-age program until they are reinstated in school.

To assist parents the following information, How to Discourage Your Children From Joining Gangs, and Gang Prevention Red Flags for Parents is provided in this handbook.

### HOW TO DISCOURAGE YOUR CHILDREN FROM JOINING GANGS

**DISCOURAGE YOUR CHILDREN FROM HANGING AROUND WITH GANG MEMBERS.** Meet your children's friends. Find out who they are, what influence they have over your children and how they and your children spend their free time. If your children choose friends that are mostly from gangs, then your children are probably involved or will become involved in one also.

**OCCUPY YOUR CHILDREN'S FREE TIME.** Give them responsibilities at home. Get them involved in after-school sports, youth services, scouts or church activities.

**DEVELOP GOOD COMMUNICATION WITH YOUR CHILDREN.** Good communication is open. Frequent and it takes on a positive tone. It allows your children to come to you to discuss any topic or problem. It does not condemn or put down. Good communication allows you to tell your children that you love them.

**SPEND TIME WITH YOUR CHILDREN.** Plan activities that the whole family can enjoy. Spend time alone with your children. Expose them to different places outside of your neighborhood, parks, museums, the beach, the mountains, camping trips, etc. Give them attention.

**DO NOT BUY OR ALLOW YOUR CHILDREN TO DRESS IN GANG STYLE CLOTHING.** If your children dress in gang-style clothing, they are expressing an interest in gangs and will attract the attention of gangs.

**SET LIMITS FOR YOUR CHILDREN.** At an early age children need to know what is acceptable and unacceptable behavior.

**DO NOT ALLOW YOUR CHILDREN TO STAY OUT LATE AND SPEND A LOT OF UNSUPERVISED TIME OUT IN THE STREETS.**

**DO NOT ALLOW YOUR CHILDREN TO WRITE OR PRACTICE WRITING GANG NAMES, SYMBOLS, OR ANY OTHER GANG GRAFFITI ON THEIR BOOKS, PAPERS, CLOTHES, BODIES, WALLS, OR ANY OTHER PLACE.** Teach them respect for other's property.

**DEVELOP AN ANTI-GANG ENVIRONMENT IN YOUR HOME.** Clearly and continually begin to express to your children at an early age your disapproval of gang activity and of any family members joining a gang.

**LEARN ABOUT GANG AND DRUG ACTIVITY IN YOUR COMMUNITY.** Learn about gang members' dress, how they speak, their behavior and their activities. Attend informational meetings, read articles related to gang activity. Become an informed parent.

**PARTICIPATE IN THE EDUCATION OF YOUR CHILDREN.** Take an interest in your children's education. Visit your children's school, meet their teachers, and attend parent/school meetings. Help your children with their schoolwork. Set high standards for your children.





**PARTICIPATE IN THE COMMUNITY.** Know your neighbors. Organize or join neighborhood watch groups. Discourage gangs from hanging around your neighborhood. Remove graffiti from around your home and community. Attend community functions. Teach your children civic pride.

**BE A GOOD EXAMPLE.** Become an active, not passive parent.

## GANG PREVENTION RED FLAGS FOR PARENTS

Individual flirts with “gangster” dress code

**Sagging/baggy clothes has a role** street gangs, use to conceal weapons/drugs also is a sin of wanting to conform to gang cultures.

Individual attendance drops in school

Drop means that a student wants to associate outside of school with “Homeboys/homegirls”

Individual wears specific colors/sports teams “only”

Colors and sports teams with single letters show association with different gangs.



Individuals spends time alone in room

Time alone in room could be used to Practice poses, handsigns and Verbiage used by gang members.

Individual wishes not to participate in “Family Activities”

Stress quality family time at home or in public places/this shows gangs that student has strong support system in place.

Individual practices gang graffiti/roll calls

Graffiti is the paper of the streets all Members must know the “street Names” of friends and foes. Graffiti usually shows up in rooms.

Individual re-arranges bedroom

Re-arranging room by gang Members is the shell game for the Storage of paraphernalia, drugs, and weapons.

Individual uses street slang in home or on phone.

Use of street slang in the home and With friends is a practice to become familiar with gang sub-culture.

Individual practices “hand signs” in home and school

**Hand signs are used to identify** rivals and challenge others, usually leads to violent acts.

Individuals begins to view “gangster” videos or movies

Many gang videos serve as “training tapes” for new members







**Individual comes home with unexplained Injuries**

and encourage the rivalries. Unexplained injuries signal that your child has undergone the “court in/jump in/rank in”, simply the initiation process.

**Individual has interest with guns and automatic weapons**

Handguns are the power of the street and bring instant clout among gang members. Part of “The Look”.

**Individual becomes aggressive with authority/parents/teachers**

Aggressive behavior against authority is the early stage of the new pledge. Losing respect for adults is an attempt to send a message that the subject is “Loc” or crazy. Not afraid of consequences.

**Individual prefers “Gangsta Rap” over other music**

“Gangsta Rap” is specific to the lifestyle of violence and drugs proven to encourage involvement and disrespect towards others.

**REMEMBER PARENTS ARE THE BEST LINE OF DEFENSE IN STOPPING THEIR CHILDREN FROM USING DRUGS OR JOINING GANGS!**



# Parent Handbook

*The First Choice for Military Families*

October, 2004

## Youth Services (YS)

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## Special Section

### CYS Accreditation

CYS participates in accreditation programs offered by the National Association for the Education of Young Children (NAEYC) for Child Development Center (CDC) programs and the National After-School Alliance (NAA) for School Age Services (SAS) programs, and National Association for Family Child Care (NAFCC). The Boys and Girls Club of America Standards of Excellence and the National Alliance for Youth Sports are followed for our Youth programs.



Accreditation is the building blocks of a successful program.



## Youth Services (YS)

Dear Parents:

Welcome to the Fort Carson Youth Center! Your youth center is here to serve you by offering a wide variety of recreational, educational, and social programs for your middle and high school teen. Army youth program standards as well as our affiliation with the Boys and Girls Clubs of America and National 4-H assures that your teen will always have a variety of wholesome, fun, and interesting program choices to participate in. Participation in these programs will provide a broad framework for developing life long skills designed to enhance their future success. Our staff is dedicated to making this youth center the finest in the Army and will strive to make your child's experience here a positive one. We invite you to review this handbook, become familiar with the programs and services offered, visit our program, and join our Parent Advisory Group. Please feel free to contact any of our staff if you questions, concerns, or need more information.

Sincerely,

Steven Hanchett  
Youth Administrator

Michael Pazdera  
Youth Center Manager

If a child lives with criticism,  
He learns to condemn.  
If a child lives with hostility,  
He learns to fight.  
If a child lives with ridicule,  
He learns to be shy.  
If a child lives with shame,  
He learns to feel guilty.  
If a child lives with tolerance,  
He learns to be patient.  
If a child lives with encouragement,  
He learns confidence.  
If a child lives with praise,  
He learns to appreciate.  
If a child lives with security,  
He learns to have faith.  
If a child lives with approval,  
He learns to like himself.  
If a child lives with acceptance and friendship,  
He learns to find love in the world.







## 1. Checking In and Out for the Before and After School Program

Parents who are using the before school program are responsible for signing their children in and out at the youth center front desk. When your Middle Schooler returns from School, he or she will be responsible for signing themselves into the Youth Center. If your Middle Schooler is not returning to the Youth Center after school please tell the front desk.

All youth entering the youth center will be responsible for signing themselves in and out of the facility at the front desk.

Transportation for the before and after school programs is provided by District 8 Middle School. CYS also operates a youth shuttle for Middle and High School students. Middle and High School youth who have a valid CYS registration card may ride the shuttle to the youth center and to other installation destinations to include housing.

## 2. Custody

No parent may be denied access to their child including the right to pick up their youth from the center, unless a copy of the custody agreement or signed court restraining order that specifies parental rights is on file at the center.

## 3. Staff Ratios

Youth Center staff ratios are 1:15. Staff may not be present in any room. Staff may be walking around the center interacting with youth. The 1:15 ratio will also be maintained in high risk areas such as the gym.

## 4. Developmental Programming

Youth programming is based upon four core areas:

- Life skills, citizenship, and leadership opportunities empower school-age children to support and influence their program, community and relationship with others.
- Arts, recreation, and leisure programs help school-age children acquire and enhance social skills, develop creativity, build cultural awareness and foster leisure time recreational skill.
- Sports, fitness and health programs offers school-age children opportunities to participate in sports programs as an individual or team member and to develop or expand fitness and health skills.
- Mentoring, intervention and education support services program provides opportunities for school-age children to enhance their academic and peer support skills.

The Fort Carson youth center is affiliated with the Boys & Girls Clubs of America and 4-H Clubs.

## 5. Food and Nutrition

a. The youth center menu components and quantities for meals and snacks comply with the United States Department of Agriculture (USDA) Child and Adult Food Program. Your youth will be served 2% milk.

b. Meal Times and Menus

Breakfast is served from 0630-0730, lunch on non-school days, is served at 1100-1145, and snack is served at 1530.

Meals and snack period are conducted in such a way to contribute to your youth's growth and development. The meals served at the center are planned to provide the opportunity for your youth to learn to eat and enjoy a variety of nutritious food as well as to learn culturally appropriate socialization patterns.

Your youth will not be forced to eat but will be offered all food items.

Meals are served in a leisurely manner with time allowed for conversation.

Your child will be served family style within the snack bar area of the center.

All menus are staffed and approved by the dietitian at Evans Army Community Hospital. Menus are posted in the lobby area on the wall outside of the kitchen.

Special diet will be provided when prescribed in writing by the youth's physician.

## 6. ZERO TOLERANCE POLICY

Middle and High School youth who utilize our program will be held accountable to the same zero tolerance policy as established by Fountain-Fort Carson Schools. If a school-age student is suspended from school they will be prohibited from attending the school-age program until they are reinstated in school.

To assist parents the following information, How to Discourage Your Children From Joining Gangs, and Gang Prevention Red Flags for Parents is provided in this handbook.





## HOW TO DISCOURAGE YOUR CHILDREN FROM JOINING GANGS

**DISCOURAGE YOUR CHILDREN FROM HANGING AROUND WITH GANG MEMBERS.** Meet your children's friends. Find out who they are, what influence they have over your children and how they and your children spend their free time. If your children choose friends that are mostly from gangs, then your children are probably involved or will become involved in one also.

**OCCUPY YOUR CHILDREN'S FREE TIME.** Give them responsibilities at home. Get them involved in after-school sports, youth services, scouts or church activities.

**DEVELOP GOOD COMMUNICATION WITH YOUR CHILDREN.** Good communication is open. Frequent and it takes on a positive tone. It allows your children to come to you to discuss any topic or problem. It does not condemn or put down. Good communication allows you to tell your children that you love them.

**SPEND TIME WITH YOUR CHILDREN.** Plan activities that the whole family can enjoy. Spend time alone with your children. Expose them to different places outside of your neighborhood, parks, museums, the beach, the mountains, camping trips, etc. Give them attention.

**DO NOT BUY OR ALLOW YOUR CHILDREN TO DRESS IN GANG STYLE CLOTHING.** If your children dress in gang-style clothing, they are expressing an interest in gangs and will attract the attention of gangs.

**SET LIMITS FOR YOUR CHILDREN.** At an early age children need to know what is acceptable and unacceptable behavior.

**DO NOT ALLOW YOUR CHILDREN TO STAY OUT LATE AND SPEND A LOT OF UNSUPERVISED TIME OUT IN THE STREETS.**

**DO NOT ALLOW YOUR CHILDREN TO WRITE OR PRACTICE WRITING GANG NAMES, SYMBOLS, OR ANY OTHER GANG GRAFFITI ON THEIR BOOKS, PAPERS, CLOTHES, BODIES, WALLS, OR ANY OTHER PLACE.** Teach them respect for other's property.

**DEVELOP AN ANTI-GANG ENVIRONMENT IN YOUR HOME.** Clearly and continually begin to express to your children at an early age your disapproval of gang activity and of any family members joining a gang.

**LEARN ABOUT GANG AND DRUG ACTIVITY IN YOUR COMMUNITY.** Learn about gang members' dress, how they speak, their behavior and their activities. Attend informational meetings, read articles related to gang activity. Become an informed parent.

**PARTICIPATE IN THE EDUCATION OF YOUR CHILDREN.** Take an interest in your children's education. Visit your children's school, meet their teachers, and attend parent/school meetings. Help your children with their schoolwork. Set high standards for your children.

**PARTICIPATE IN THE COMMUNITY.** Know your neighbors. Organize or join neighborhood watch groups. Discourage gangs from hanging around your neighborhood. Remove graffiti from around your home and community. Attend community functions. Teach your children civic pride.

**BE A GOOD EXAMPLE.** Become an active, not passive parent.

### GANG PREVENTION RED FLAGS FOR PARENTS

Individual flirts with "gangster" dress code

**Sagging/baggy clothes has a role** street gangs, use to conceal weapons/drugs also is a sign of wanting to conform to gang cultures.

Individual attendance drops in school

Drop means that a student wants to associate outside of school with "Homeboys/homegirls"





**Individual wears specific colors/sports teams “only”**

Colors and sports teams with single letters show association with different gangs.

**Individuals spends time alone in room**

Time alone in room could be used to Practice poses, handsigns and Verbiage used by gang members.

**Individual wishes not to participate in “Family Activities”**

Stress quality family time at home or in public places/this shows gangs that student has strong support system in place.

**Individual practices gang graffiti/roll calls**

Graffiti is the paper of the streets all Members must know the “street Names” of friends and foes. Graffiti usually shows up in rooms.

**Individual re-arranges bedroom**

Re-arranging room by gang Members is the shell game for the Storage of paraphernalia, drugs, and weapons.

**Individual uses street slang in home or on phone.**

Use of street slang in the home and With friends is a practice to become familiar with gang sub-culture.

**Individual practices “hand signs” in home and school**

**Hand signs are used to identify** rivals and challenge others, usually leads to violent acts.

**Individuals begins to view “gangster” videos or movies**

Many gang videos serve as “training tapes” for new members and encourage the rivalries.

**Individual comes home with unexplained Injuries**

Unexplained injuries signal that your child has undergone the “court in/jump in/rank in”, simply the initiation process.

**Individual has interest with guns and automatic weapons**

Handguns are the power of the street and bring instant clout among gang members. Part of “The Look”.

**Individual becomes aggressive with authority/parents/teachers**

Aggressive behavior against authority is the early stage of the new pledge. Losing respect for adults is an attempt to send a message that the subject is “Loc” or crazy. Not afraid of consequences.

**Individual prefers “Gangsta Rap” over other music**

“Gangsta Rap” is specific to the lifestyle of violence and drugs proven to encourage involvement and disrespect towards others.



# Parent Handbook

*The First Choice for Military Families*

October, 2004

## Sports Fitness and Nutrition (SFN)

### Special Section



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### CYS Accreditation

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## Sports Fitness and Nutrition

### 1. PHILOSOPHY

The philosophy of the Fort Carson Child and Youth Sports, Fitness, and Nutrition program is to provide recreational and education programs that are fun, safe, and nurturing. Participants are given the opportunity to learn and experience the fundamentals of sports, fitness, and nutrition through a variety of team and individual sports, motor skill development for younger children, fitness opportunities for middle and high school youth, children and youth nutrition and health promotion education. Character education is a key component of our sports, fitness, and nutrition program that encourages fair play, responsibility, good sportsmanship, and respect.

### 2. TEAM SPORT

#### GUIDELINES

- In adopting rules, establishing standards, and organizing the elements of the program, the program, the primary consideration is what is best for the children and youth participants.
- The safety, physical, psychological and emotional well being of the youth participant is precedent.
- To provide a progression of learning (seamless transition) from one age division to the next, by altering the rules or give the players various situational sport experiences aimed at improving their individual skills and knowledge of the activity.
- To provide a program designed to give each participant an equal opportunity from the beginning to the ends of the season.
- To secure the best volunteer role models as coaches available.
- To provide the best facilities and equipment available and to ensure that the facilities and equipment are available as needed.

#### PARENT'S RESPONSIBILITY

##### PAYS TRAINING

PAYS stands for Parents Association for Youth Sports. PAYS is a membership organization for parents involved in out-of-school youth sports. The program educates, motivates and holds PAYS members accountable to the PAYS Parents' Code of Ethics. PAYS encourages good sportsmanship, positive reinforcement and keeping youth sports in its proper perspective. The PAYS approach centers on a combination of education, motivation and positive reinforcement.

PAYS philosophy goes hand and hand with what Ft. Carson Youth Sports provides the children of our community. All parents must attend a parents training class once a year, upon completing the class parents will be issued a PAYS card. Please show your PAYS card upon entering the sporting event. Failure to do so could result in you being asked to leave the facility or athletic field. The purpose of this training is to provide a positive and safe environment for all the children associated with Ft. Carson Child and Youth Sports.

##### PARENTS CODE OF ETHICS - National Alliance for Youth Sports

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will insist that my child play safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.
- I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
- I will acknowledge that practices are not for drop off care and I will discipline my own child.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from the use at all youth sports events.
- I will remember that the game is for youth-not adults.





- I will do my best to [make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will read the National Youth Sports Congress Association (NYSCA), National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them

## Programs

### Fall Programs

<u>Registration</u>	<u>Season</u>
Cheerleading	Jun-Aug
Flag Football	Sept-Oct
Tackle Football	Sept-Oct
Fall Soccer	Aug-Oct
Volleyball	Sep-Oct
In-line Hockey	Sept-Nov
	Nov-Jan

### Winter Programs

<u>Registration</u>	<u>Season</u>
Basketball	Oct-Dec
Cheerleading	Jan-Mar
Wrestling	Jan-Mar

### Spring Programs

<u>Registration</u>	<u>Season</u>
Soccer	Jan-Mar
SOCO Basketball	April-May
	Apr-May

### Summer Programs

<u>Registration</u>	<u>Season</u>
Baseball	Mar-Apr
T-ball	Apr-Jul
Softball	Apr-Jul

## Eligibility Criteria

Children of sponsors eligible to use Morale Welfare and Recreation (MWR) activities (AR 215-1) may use services provided by the CYS Sports and Fitness programs. Children age requirements vary with each team sports program.

## Registration

Those individuals new to Ft. Carson must register at Central Registration in Bldg 1510 (Mini Mall) or call 526-1101/1100 for more information. Every member that participates in a CYS program must pay the annual registration fee. This fee entitles you to utilize any of CYS program for the year. You have the choice of paying an individual or the family fee. Once you are a registered member you can register your child for any CYS program at any payment location. When registering it is very important that you provide complete information such as names, phone numbers, alternate numbers and emergency notification designees and release designees. It is also important to list any allergies, medical concerns or physical restrictions that your child may have. If your child has a medical or physical concern your child may require a Special Needs Resource Team (SNRT) appointment. If you have any questions concerning registration please call 526-1101.

## Sports Physicals

In order to register, your child must have a current sports physical. Sports physicals are required to participate in any CYS Sports, Fitness, & Health program. The physical is valid for one calendar year (12 months) and must be valid through the end of the sports season in which your child is participating.

The physical form **must be signed by a licensed health professional**. Forms may be obtained from central registration or Evans Army Community Hospital. Other physical forms are accepted but they must be signed by a licensed professional. We **cannot** enroll your child unless we have all the required information. Parents remember to keep a copy of your child's physical for future sports registrations.







**2004-2005 Team Sport's Fees**

Sports fees are as follows:

Cheerleading	<b>\$35.00</b>
<b>Second child rate</b>	<b>\$31.00</b>
Soccer, Baseball, Softball, T-ball, Volleyball and Flag Football	<b>\$40.00</b>
<b>Second child rate</b>	<b>\$36.00</b>
In-line Hockey	<b>\$60.00</b>
<b>Second child rate</b>	<b>\$55.00</b>
Tackle Football	<b>\$60.00</b>
<b>No discount for multiple children</b>	

CYS coaches receive the following team sport discounts:

- First child is free.
- Other children—50% discount

**Refunds**

Sports activity fees are non-refundable. Refunds **may be authorized** prior to the first game with;

- Notification of a permanent change of station (PCS). A copy of transfer orders must be presented at the time of request for the refund.
- Verified medical condition.

Refunds are not authorized after the first game has been played.

**Uniforms**

Fort Carson Sports, Fitness and Health Program will issue all uniform equipment for players' use, except as noted for particular sports. Only uniforms that have been issued by CYS can be used by players while participating in our program. No alterations of any piece of equipment shall take place without permission of CYS (sewing, cutting, sizing adjustments, etc).

**Practices and Games**

You will be provided a schedule for practices and games at the beginning of each sports season. Practices times are limited based upon age of participants per Department of Army regulations. Youth three to four years of age will be limited to 45 minutes two times per week. Youth five to twelve will practice no more than one hour a day and no more than three times a week. This includes game time. Youth thirteen and up will practice no more than 1 1/2 hours a day and no more than four times per week. This includes game time.

Fort Carson Child and Youth team sports requires that all team members play by a mandatory play rule or 50% play rule, unless otherwise stated on travel teams.





## Practice and Game Snacks

Fort Carson Child and Youth team sports program also believes in promoting lifelong nutritional habits. Therefore, snacks at practices and games must be of the nutritious variety. Try and stay away from providing cookies, chips, soda and candy.

## Injuries

Children or youth injured during a game or practice that requires a hospital visit must have written doctors approval to return to play.

Children or youth injured during a practice or game that does not require a doctor's visit may return to action only if it is deemed a safe situation for the child.

Coaches will complete an Injury/Incident report on all situations and return that form to the Child and Youth Sports Staff.

## Concerns about your coach

If you encounter a problem with your coach, we strongly encourage you to try and rectify the problem with the coach first. If at this time you do not feel as though your problem has been addresses please put your concern in writing to the Sports Director.

## Team Assignments

All Fort Carson child and youth sports programs are open to coed participation. Some off-post, Colorado Springs Parks and Recreation leagues place restrictions on certain youth at higher levels of competition based on age, height/weight etc.

To ensure sufficient number of youth to participate in a sport, Fort Carson Child and Youth Sports will form leagues with Peterson AFB, Air Force Academy, Boys and Girls Clubs in the Pikes Peak region and neighboring YMCA's. When off post leagues are formed it is the parents responsibility to transport their children to athletic events.

Youth ages 3-6 years will be assigned to a team by the sports staff. Children of coaches will automatically be placed on their parent teams, siblings will also be placed on teams together. Moving children after rosters have been finalized is strongly discouraged. Special placement of children is not always guaranteed and will be handled on a case by case basis.

Youth ages 7-14 will participate in a skills assessment and will be placed according to data collected from the assessment. **All children in this age group must participate in the skills assessment. Those not present for the skills assessment will not be placed until they have completed an assessment by the Child and Youth Sports Staff.**

# Parent Handbook

*The First Choice for Military Families*

October, 2004

## Family Child Care

## Special Section



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## Family Child Care (FCC)



Family Child Care offers home-base childcare provided by authorized military family members on-post and state licensed providers off-post.

The FCC provider on post is regulated by the U.S. Army and both the individual providing services (FCC provider) and the occupied housing unit (FCC home) will be certified by CYS before children/youth may be enrolled for care.

FCC provides the following home services: multi-age, age specific, infant/toddler, and special needs. FCC homes offer full time, part time, or hourly services for children 6weeks-12 years. Our FCC homes may also provide extended hours care, long term care, respite/emergency care.

FCC homes are inspected annually by fire, health and safety. FCC homes are inspected quarterly by FCC staff. Two of these inspections are announced, two are unannounced. FCC parents will register at central registration, Building 1510. Contracts will be signed with the FCC provider. It is important that parents realized that this contract is a legal binding document. At the time of registration, parents will be told if they qualify for FCC subsidies. FCC subsidies are based upon the families' total family income.

### 1. Checking In and Out

Parents are responsible for signing their children/youth in and out of the FCC home. Please take the time to exchange information upon your child/youth arrival and departure with your FCC provider.

Your FCC provider can only release your child to you or your designee as shown on your registration card. If you need to change your child/youth emergency contact or parent pick-up designee you may do so with your provider.

### 2. Custody

No parent may be denied access to their child/youth including their right to pick up their child/youth from the

home, unless a copy of the custody agreement or signed court restraining order that relinquishes such parental rights is on file in the home.

### 3. FCC home ratios and group size

Home type/	Age Grp
Adult/child setting	
*Multi-age	4wks-12yrs
1:6	
Inf/Tod	4wks-3yrs
1:3	
Schoolage	5-12yrs
1:8	

- Age group may include only two children under the age of 2

### 4. Rest and Quiet Time

FCC homes are flexible to allow children and youth to rest based upon their schedule. The schedule offers periods of active and quiet times throughout the day.

### 5. Extended Hours and Long Term Care

**Extended hours care** is care for children/youth of parents who require routine evening child care, work unusual or long hours, and have mission-related child care needs that require child care services over 12 hours a day, but not to exceed 14 consecutive days. This service is provided for evening and weekend care.

**Long term care** is care for children/youth which encompasses more than 15 consecutive days, but does not exceed 60 days. Provision of care in excess of 60 days must be approved by the CYS Coordinator on a case by case basis and coordinated with health and SJA.

To ensure your child/youth safety during extended or long term care, parents will need to do the following:

\*Provide a Medical Power of Attorney to the provider.

\*Provide any medications and sign DA medication card so your child/youth can be given any approved medication.

\*If your child has any on-going medical concerns provide a copy of any health or medical records to your FCC provider.

\*Ensure that you have signed the DA form that permits your provider to transport your child in their private vehicle.

\*Ask your FCC provider who are the three back-up providers for your child/youth care.

Back-up providers are available in case something happens to your FCC provider while you are away.

\*Ensure you have provided a list of people who are authorized to pick up or visit your child/youth.

\*Discuss with your provider storage space for your child/youth, sleeping arrangements, and special bedtime routines.

\*Provide clear expectations to your provider so that your concerns are addressed. Your FCC provider has a checklist and questionnaire available to ensure that coordination for the care of your child/youth is completed.

\*Ask your provider for assistance in preparing your child/youth for your departure. Prior to your departure visit your FCC home so that your child/youth can show you where they will be sleeping, playing and living during your absence.

## 6. Developmental Programming

In a FCC home learning takes place through participation in normal home routines such as, sorting laundry, cooking, simple repairs and maintenance. The daily schedule is planned around such daily routines such as eating, washing, toileting, and napping. The FCC provider creates appropriate activities through child observation and a solid understanding of children's ages and stages.

The daily schedule child your child/youth will be based on:

- \*The age and developmental level of all children/youth in care.
  - \*The needs of individual children/youth.
  - \*The experiences offered children/youth in their own homes.
  - \*The goals that you have for your child/youth.
  - \*Children/youth will participate in stories, music, dancing and singing, language development, creative activities such as water play, cutting and pasting, painting, coloring, dramatic play and blocks, and outdoor activities.
- Please check out the daily activity schedule and menus that are provided for you in your FCC provider home.  
If you have any additional questions concerning Family Child Care please call 526-3338.

## 7. Food and Nutrition

Family child care providers participate on the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). All menu components and quantities for meals and snacks comply with the USDA CACFP. Meals and snack period are conducted in such a way to contribute to your child's growth and development. The meals are planned to provide the opportunity for your child to learn to eat and enjoy a variety of nutritious food as well as to learn culturally appropriate socialization patterns. Meals and snacks will be served family style. Providers will sit and eat with the children as part of your child's nutritional training

## FORT CARSON CHILD AND YOUTH SERVICES "WHAT I LEARN AT CYS" FOR TWO-FIVE YEAR OLDS

A child learns by his play. The purpose of this information is to help those associated with a young child to understand the physical, social, and emotional growth a child experiences while he/she plays.

"Preschool children learn best by playing and following their own curiosities, by solving real problems such as how to balance a stack of blocks or how to negotiate a zipper, trying a picture puzzle, making mistakes and trying again." David Elkind

### Examining Objects at a Nature Table Helps Me Learn:

- new vocabulary
- concepts of texture, color, weight, and size
- to group objects into categories
- to observe likenesses and differences
- to appreciate nature and develop a sense of wonder

### When I Sort Things I Learn:

- to notice details, likenesses, differences and to form categories, essential reading and math skills
- concepts of color, size, and shape
- numeral concepts of more and less
- logical reasoning

### When I String Beads I Learn:

- hand-eye coordination
- concepts of color, shape and location
- number concepts like more, less, longer, and shorter
- to create and reproduce patterns
- pride in accomplishment

### When I Play With Pegboards I Learn:

- one to one correspondence, one peg for one hole, a math skill
- to make and repeat patterns, a math skill
- possible left to right progression, a reading skill
- concepts of addition as I add one peg at a time
- colors
- symmetry, shapes, order, and design
- hand-eye coordination



**When I Finger Paint I Learn:**

- to exercise my imagination and creativity
- about how colors mix to make new colors a science skill
- concepts of shape, size, color and location
- hand-eye coordination
- an acceptable way to make a mess, and have fun sharing ideas with others who are near

**When I Paste, Glue, and Collage I Learn:**

- to exercise my imagination and creativity
- concepts of shape, size, color, location, and design, relevant to reading
- about different textures
- how to create patterns and designs, a math skill

**When I Play with Play Dough or Clay I Learn:**

- to see the shape against the background of the table, a reading skill
- concepts of shapes, sizes, length, and height
- to see negative space when cookie cutter shapes are taken away
- to express feelings, especially negative feelings with squeezing and pounding
- to exercise my imagination and creativity
- that the amount of a substance remains the same even when the shape changes

**When I Play With Sand I Learn:**

- to exercise my imagination
- concepts of size, shape, and volume, empty and full
- how to use tools
- to solve problems
- concepts of warm and cool, wet, damp, and dry, heavy and light
- how to play socially with others
- to create my own patterns and symbols, reading and writing skills
- to observe changes, a science skill

**When I Participate in Circle Time Activities I Learn**

- to listen, sit still, and understand spoken words
- that my ideas added to the discussion have value
- to wait when others are talking
- new vocabulary words
- to remember the words of songs and poems I have learned
- the names of others in the group
- to cooperate and be considerate of the needs of others
- to help plan what we will do and what we will need to do it

**When I Look at Books and Listen to Stories I Learn**

- that learning to read is important and enjoyable
- that letters on a page represent words
- to express my own thoughts, feelings, and ideas better
- to exercise my imagination
- to interpret pictures to represent words and ideas
- to listen well to spoken language
- to make up my own stories
- to handle books with care
- to recognize certain words when I see them in print
- to use more complex language
- patterns in my own speech
- to follow the development of thoughts and ideas in the plot of a story

**Reading to Children Frequently is One of the Surest Ways to Ensure That They Themselves Will Become Eager and Capable Readers.**

**When I Sing Songs I Learned at School I Learn:**

- principles of music and rhythm
- vocabulary
- memory skills and sequencing
- to be conscious of other various concepts emphasized in songs
- "auditory discrimination" recognizing differences in sounds, necessary for learning to read
- awareness and identification with my culture and other cultures

**When I Play Rhythm Instruments I Learn:**

- to be conscious of rhythm in music
- concepts of fast, slow, loud, and soft

- to express myself in new and different ways
- listening skills
- "auditory discrimination" recognizing difference in sounds, necessary for learning to read
- to interpret and understand signals and cues

**When I Play Letter Games I Learn:**

- to recognize and name upper and lower case letters
- to associate letters with the sounds they represent
- to recognize my name and other words

**When I Dance I Learn:**

- balance and coordination
- to be conscious of the moods and rhythms of the music
- to express myself physically

**When I Play With Puppets I Learn:**

- to express my ideas with words
- to take on the role of someone else
- to use voice tones as well as words
- to use my imagination

**When I Play in the Dress Up Corner I Learn:**

- to be flexible in my thinking and to make decisions
- to express myself with my words
- to try on different adult roles
- to solve social problems through negotiation with friends
- to sort and organize play things
- to improvise and use things in a symbolic way to represent something else, abstract thinking
- to carry out my ideas with the cooperation of others
- to exercise my imagination and creativity

**When I Easel Paint I Learn:**

- to develop my imagination and creativity
- hand-eye coordination
- to distinguish and purposely create shapes
- to express my feelings and ideas
- that my ideas have value
- relationships of space and size
- concepts of symmetry, balance, and design





**When I Cut With Scissors I Learn:**

to control the small muscles in my hand  
concepts of shape, size, color, and location  
to exercise my imagination and creativity

**When I Scribble and Draw I Learn:**

to hold a pencil or other drawing implement and to control the pressure  
hand-eye coordination  
to exercise my imagination and creativity  
that my ideas have value  
concepts of shape, size, color, and location  
to express myself with words when describing my drawing

**When I Do Cooking Projects I Learn:**

about nutrition, tastes, and food groups  
how heat and cold changes things  
concepts of volume and measure  
vocabulary  
whole-part relationships, math concepts  
awareness of my own and other cultures

**When I Play With Blocks, Cars, and Trucks I Learn:**

concepts of shape, size, length, and location, all reading and math skills  
to create and repeat patterns, a math skill  
to exercise my imagination  
to express ideas  
to cooperate with others  
to solve problems  
about the properties of wood  
to see myself from a different perspective, that of a giant

**When I Play on Riding Toys I Learn:**

strength, balance, and large muscle coordination, (legs, torso, and arms)  
to use my energy in a constructive way  
concepts of speed, direction, and location  
to use my imagination as I pretend to be different characters and to make different "road noises"  
to negotiate and take turns  
to solve problems  
self-confidence, as I master new skills

**When I Play on Climbing Equipment I Learn:**

physical strength, coordination, and balance  
to use my imagination  
to cooperate with others when involved in group play  
to solve problems

